

TELSCOMBE TOWN COUNCIL



To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllr C Clarkson, Cllr C Gallagher *Chairman*,
Cllr D Judd *Vice-Chairman* **Mayor**, Cllr L O'Connor,
Cllr B Page, Cllr C Robinson *Deputy Mayor*,
Cllr A Selby, Cllr I Sharkey & Cllr A Smith

Telscombe Civic Centre
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20th July 2021

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **Amenities & Civic Centre Committee** at Telscombe Civic Centre on **Monday 26th July 2021** at 7.30pm for the purpose of transacting the following business:-

Yours faithfully

Stella Newman
Town Clerk/RFO

AGENDA

1. Public question time - members of the public are welcome to attend and may ask questions relevant to the Committee at the commencement of the meeting for a period of fifteen minutes.
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest in relation to matters on the agenda
4. To approve minutes of the meeting held on Monday 24th May 2021 – *see attached*
5. To receive action list – *see attached*
6. To note Income & Expenditure to 30th June 2021 – *see attached*
7. To review the Business Plan – *see attached*
8. Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces – *see attached*
9. To consider adding lecterns to key points of entry within Chatsworth Park – *see attached*
10. To note the Annual Playground Inspection reports – *see attached*
11. Update on Chatsworth Park South playground gates and consider way forward – *see attached*
12. To consider a tree survey for Chatsworth Park and The Copse – *see attached*
13. To agree the draft Park Use policy – *see attached*
14. To agree draft litter bin policy – *see attached*
15. Update on litter bin issues – *see attached*
16. Update on the Chatsworth Park café concession – *see attached*
17. To consider placing bee hives on Telscombe Town Council land – *see attached*
18. To ratify decision to hold a summer holiday community picnic at Chatsworth Park – *see attached*
19. To ratify consultation flyer with regards to a new piece of playground equipment at Robert Kingan Playground – *see attached*



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20. Update on actions following the fire risk assessment and agree estimates – see attached
21. To approve use of Civic Centre as a Polling Station – see attached
22. Future Events – see attached
23. Urgent matters at the discretion of the Chairman for noting or adding on a future agenda

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Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will ensure they are not included in the filming.

Date for next meeting of the Committee – 27th September 2021



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 24th May 2021** in Telscombe Civic Centre at 7.30 pm.

COMMITTEE MEMBERS PRESENT: - Councillors C Clarkson, C Gallagher *Chairman*, D Judd *Mayor & Vice-Chairman*, L O'Connor, B Page, C Robinson *Deputy Mayor*, I Sharkey, A Selby and A Smith

Also Present: Stella Newman, Town Clerk & RFO
Bianca Buss, Amenities Officer (*minutes*)
1 member of the public (via Zoom)

1399. TO APPOINT A CHAIRMAN AND VICE CHAIRMAN

Cllr Gallagher was nominated as Chairman of the committee, seconded by Cllr O'Connor and Cllr Gallagher was unanimously elected as Chairman.

Cllr Judd was nominated as Vice Chairman of the committee, seconded by Cllr Sharkey and Cllr Judd was unanimously elected as Vice Chairman.

1400. PUBLIC QUESTION TIME

Lulu from Wander Coffee, who was happy to have her name included in the minutes, was present with regards to agenda items 12 and 13, both of which involved decisions for the café concession in Chatsworth Park. Cllr O'Connor suggested that the agenda items be brought forward and this was agreed by the Chairman. The Chairman also agreed that Lulu from Wander Coffee could be asked questions and respond during the two agenda items that were being brought forward.

1401. TO CONSIDER WANDER COFFEE'S REQUEST TO SELL ALCOHOL FROM CHATSWORTH PARK

Cllr Clarkson asked the Committee to consider the report for Agenda 13. Cllr Sharkey asked if the alcohol would be made on site or be in ready-made cans. Lulu advised that the alcohol proposed of Pimms and Gin & Tonic would be made fresh at the time. Cllr Clarkson noted that the District Council's Licencing Officer confirmed that Wander Coffee could purchase either a temporary premises licence or a permanent licence at a more expensive price. Cllr Robinson asked if the purchase of alcohol would be limited to certain days and Lulu advised that she would like to launch this new addition over the first sunny weekend as a temporary event to see how successful it was. Cllr Page was against the proposal as the original idea of the concession was to see if a coffee bar with cakes would be a successful addition to the park. Following lengthy discussion it was proposed by Cllr O'Connor, seconded by Cllr Sharkey and **RECOMMENDED** that Wander Coffee be allowed to sell Pimms only, between the hours of 12pm and 4pm at the weekends, with a review date of 6 weeks' time. The recommendation was carried as a majority were in agreement. Cllr Smith abstained and Cllr Page was against.

1402. TO CONSIDER THE PROGRESSION OF THE CAFÉ CONCESSION AT CHATSWORTH PARK

The Committee noted the presentation from Cllr Clarkson. Cllr Clarkson thanked the office staff for the sourcing of the portable toilet at a cost of £40 per week and the caretaker for securing it down so well. Lulu reported that there had been lots of positive feedback with regards to the portable toilet from members of the public and that Wander Coffee were cleaning



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1402. To Consider the Progression of the Café Concession at Chatsworth Park (Contd)

and making regular checks during the day. Cllr Gallagher asked if Wander Coffee had been able to finalise opening hours and Lulu confirmed that they will be working Wednesday to Sunday each week from 10am to 4pm, depending on the weather. It was noted that one wheelchair accessible and two standard wooden 'A' frame picnic benches had been ordered to enhance the area at a cost of £915 plus VAT and payment had been agreed by the Committee Chairman and Town Clerk under their delegated authority. Wander Coffee had agreed to donate £253 towards one of the benches. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously agreed to **RATIFY** the cost of the portable toilet and benches.

Cllr Clarkson advised that following discussions with Chris Bibb from Lewes District Council (LDC), the next steps to take the project forward included a feasibility study and to ascertain the costs of services, conveyancing, surveys, conceptual drawings, resident consultations and to check the covenants within Chatsworth Park. The Town Clerk advised that Cllr Clarkson had asked her to contact LDC's solicitor regarding covenants in Chatsworth Park and these will need to be investigated to see if building is allowed prior to further investigatory work commencing. She confirmed that the LDC solicitor advised that since 2003 the Land Registry no longer issues land certificates and all existing certificates in our possession have no legal significance. His advice was to download up-to-date title entries for both the north and south sites including any filed documents and that way we would have an up-to-date record of our legal title in electronic format. The cost for LDC to provide this information for us would be £147 with no VAT chargeable. Once the documents have been downloaded LDC's solicitor will provide the Town Council with a price to investigate the covenants in the park. Taking this into consideration, it was proposed by Cllr Page, seconded by Cllr Robinson and unanimously **RECOMMENDED** that LDC be requested to obtain the new downloadable certificates at a cost of £147 and the Committee be updated thereafter.

Regarding moving the project forward, Cllr Clarkson asked for office staff and additional Councillors from this Committee to join the working group. Cllr Smith highlighted the need for the Town Council to continue working in support with Wander Coffee and it was therefore proposed by Cllr O'Connor, seconded by Cllr Smith and unanimously **RECOMMENDED** for additional members to be added to the Chatsworth Park Café Concession Working Group.

The Amenities Officer's report also asked that the Committee consider whether to charge a licence fee to Wander Coffee as our agreed Terms and Conditions state that a fee could be negotiated following an initial 6 week period. It was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** not to charge a licence fee to Wander Coffee at this stage and review it at the next meeting.

Lulu left the meeting at 8.30pm.

1403. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies.

1404. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

Cllr Judd declared an interest in Agenda Item 11, Update on damaged section of footpath in Chatsworth Park, as he occasionally undertakes HR work for Countrymans Contractors.

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1404. To receive members declarations of interest (Contd)

Cllr Clarkson declared an interest in Agenda Item 17, To ratify decision to hold an Easter Trail at Chatsworth Park, as his wife is a co-director of Helping Out CIC.

1405. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON 22nd MARCH 2021

It was proposed by Cllr Smith, seconded by Cllr Clarkson and unanimously **RESOLVED** that the minutes of the meeting held on Monday 22nd March 2021 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Gallagher.

1406. TO RECEIVE ACTION LIST

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	Cllrs Gallagher, Judd and Town Clerk to explore potential schemes & bring back to a future mtg. <i>On hold for time being due to current situation.</i>	Sept 2021
27.01.20	Min 1250, p 3129 – To agree estimate for new Mayors Board	SN/IS	Mayor's board delivered. Mayor's partner to submit quote for painting Civic Centre picture on board. <i>Cllr Sharkey to provide an update.</i>	July 2021
27.01.20	Min 1251, p 3129 – To consider disposal of pool table	SN	Second-hand value to be ascertained and table then advertised for sale. <i>On hold due to current situation</i>	Sept 2021
28.09.20	Min 1330, p 3262 – To consider a solitary bee nesting tube scheme within Chatsworth Park for spring 2021	BB / CCL	Cllr Clarkson has collected the bundles from Meridian Primary School, to be placed in the park.	Completed
30.11.20	Min 1347, p 3302 – Update on invasive trees at Chatsworth Park & The Copse	BB	Works to the two properties actioned by Aspen Treecare apart from branch work to border of Copse as waiting to hear from LDC re TPO.	July 2021
30.11.20	Min 1348, p 3302 – Update on ecological survey for Chatsworth Park & The Copse	BB	An agenda item has been added to this meeting.	Completed
30.11.20	Min 1349, p 3302 – To consider quotations for repairs to potholes in the entrance to Chatsworth Park car park	BB	Works completed.	Completed

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1406. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
30.11.20	Min 1351, p 3303 – To discuss updates and outcomes following the Chatsworth Park working group meetings	BB	Cllr Clarkson has prepared a draft management plan & boundary policy to be considered alongside results from ecological survey and access report.	July 2021
25.01.21	Min 1365, p 3339 – Business Plan update	BB CR	Annual playground inspection report to be completed in June. Additional report with 2 latest playground inspection reports to be provided Jan 2022. Cllr Robinson to investigate using a rainwater harvesting system at the Civic Centre.	July 2021 July 2021
25.01.21	Min 1366, p 3340 – To identify potential projects to spend our CIL monies on	BB	An agenda item has been added to this meeting to discuss spending the money on a piece of playground equipment.	Completed
25.01.21	Min 1368, p 3340 – Update on quotations for a disabled access report	BB	An agenda item has been added to this meeting.	Completed
25.01.21	Min 1369, p 3340 – To consider obtaining estimates to reduce the height and weight of a tree in Chatsworth Park following storm damage	BB	A Purchase Order has been issued to Aspen Treecare for works to the tree which will be completed after bird nesting season.	Sept 2021
25.01.21	Min 1373, p 3342 – Future Events	BB	An agenda item has been added to this meeting.	Completed
22.03.21	Min 1386, p 3385 – To agree works in Chatsworth Park next to a property in Kirby Drive	BB	Nesting birds stopping the work being carried out. Contractors continuing to visit this location and will action works asap. Resident informed.	Sept 2021
22.03.21	Min 1388, p 3385 – To review the Business Plan	SN	The Business Plan has been updated under project no 5 - tender process finalised and a contractor agreed.	Completed
22.03.21	Min 1389, p 3386 – To agree ongoing maintenance of the Memory Garden and review Memorial Policy	BB	Revised layout of the Memorial Policy be taken to Full Council. Monthly memory garden visits being completed and residents have been written to. Agenda item added to this meeting regarding different coloured plaques. Memorial Policy to be reviewed at end of summer	July 2021 Completed Completed Sept 2021

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1406. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
22.03.21	Min 1392, p 3387 – To consider replacement basket swing at Robert Kingan Playground	BB	Replacement swing now in place.	Completed
22.03.21	Min 1394, p 3387 – To consider weekly mother and baby class in Chatsworth Park	BB	Classes have now been cancelled due to ill-health.	Completed
22.03.21	Min 1396, p 3388 – To consider replacement of small section of footpath in Chatsworth Park	BB	An agenda item has been added to this meeting.	Completed
22.03.21	Min 1397, p 3388 – To ratify tender for the café concession in Chatsworth Park	SN/BB/ CCL	Portable toilet is now in place.	Completed
22.03.21	Min 1398, p 3389 – Urgent Matters	BB	BB carried out a Risk Assessment on playground gates. Emailed Chair & Vice Chair to conf low risk and recommended it not be taken further. The trolley and mattress have now been removed.	Completed Completed

Mayor's Board – Cllr Sharkey advised that she had contacted 3 separate printers for the image to be produced so it could be added to the Mayors Board, but was currently struggling to get replies. Cllr Sharkey's partner offered to paint the picture directly onto the board if there is no success with the printers.

Urgent Matters (Playground Gates) – The Amenities Officer had risk assessed the gate at Chatsworth Park South Playground as low risk and confirmed that the gates met the current safety standards and had passed all weekly and annual playground inspections. Cllr Gallagher reported that she had taken her grandson to the playground and timed him at 14 seconds from exiting the gate to reaching the main road. Following Cllr Gallagher's concerns that a child had been able to walk out of the playground directly towards the road, the Committee agreed that further investigation should be taken forward with purchasing of latches. The Town Clerk confirmed that if the price was within her delegated authority, she could approve this.

Bee Homes – The Amenities Officer reported that Cllrs Clarkson, O'Connor and Selby had kindly placed the bee homes in the park that weekend and a map had been sent to Meridian School with the locations for the children to visit.



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1407. TO NOTE INCOME & EXPENDITURE TO 31st MARCH 2021

It was unanimously **agreed** that the income and expenditure figures for Amenities of £25,611 expenditure and income of £682 and Civic Centre expenditure of £34,094 and income of £12,079 at 31st March 2021 be accepted as correct.

1408. TO REVIEW THE BUSINESS PLAN

The updated plan was noted. Cllr Clarkson asked if project number 6 'New Café in Chatsworth Park Project' could be updated following the recommendations put forward earlier on at this meeting.

1409. TO AGREE A WAY FORWARD WITH LITTER BIN ISSUES

The Committee discussed the report from the Amenities Officer concerning litter bin issues. At the end of March, and with agreement from Councillors, the litter bin at the Civic Centre was temporarily removed due to excessive household waste and used PPE being regularly added. The Caretaker was frequently having to spend time cleaning the bin and area which were overflowing and spilling into the street. Following consideration, it was proposed by Cllr Robinson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to reinstall the litter bin outside the Civic Centre and that our contractor be asked to empty the bin twice a week on a Monday and Friday based on a cost of £2 per empty. Cllr Robinson asked the Amenities Officer, alongside the contractors, to record the amount of rubbish in the Town Council owned bins in Chatsworth Park and the Tye to see if there is an opportunity to move the bins to different areas or investigate purchasing larger bins for the Tye.

A request had been put forward from a member of the public with regards to installation of a litter bin at the twitten between Telscombe Cliffs Way and Fairlight Avenue. There was discussion on how to carry forward future requests for litter bins to be installed on public land. It was **agreed** not to install a bin in this location as it is not land owned by the Town Council and also that we have no budget in this financial year for additional bins. The Town Clerk asked if a policy could be formed for staff to follow so that future individual requests did not need to come to Committee and it was agreed to consider this at a working group.

1410. TO DISCUSS THE OUTCOME OF THE ACCESS REPORT ON TELSCOMBE TOWN COUNCIL'S GREEN SPACES

The outcomes from the Access Report were discussed by the Committee. The 82 separate recommendations had been listed by cost and priority. Following consideration it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the high priority items are dealt with initially and costings sought by Council officers and brought back to future meetings.

1411. TO CONSIDER THE ECOLOGICAL SURVEY RESULTS FOR CHATSWORTH PARK AND THE COPSE

The Ecological Survey results and recommendations provided therein were noted. It was proposed by Cllr Clarkson, seconded by Cllr Smith and unanimously **RECOMMENDED** that Cllr Clarkson incorporates these results within his draft Management Plan, to be taken to a future committee meeting.



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1412. UPDATE ON DAMAGED SECTION OF FOOTPATH IN CHATSWORTH PARK

The Committee considered the quotations provided to undertake the works to the damaged footpath in Chatsworth Park. All three quotations were slightly different and following discussion, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the quotation from Countrymans Contractors Ltd be accepted at a cost of £3,450 plus VAT, which included a price to install wooden retaining boards on either side of the existing path to create a ramp over the roots. The Town Clerk confirmed that going forward, detailed specifications will be provided to contractors so that the estimates are more uniform.

1413. TO AGREE A WAY FORWARD FOR REQUESTS TO RUN CLASSES AND GROUPS IN CHATSWORTH PARK

There was discussion concerning requests received from two members of the public to run groups in Chatsworth Park and how the Town Council would like to go forward with these and any future requests. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that; 1) the two groups who had put in requests be allowed to use the park without a hire charge; 2) in future an administration fee should be charged and 3) the Town Clerk drafts a policy with regards to classes and groups wishing to use the Town Council's green spaces to hold planned activities, to be taken to Committee for agreement.

1414. TO RATIFY COLOUR AND WORDING TO TWO PLAQUES AT THE MEMORY GARDEN

Councillors had previously been asked to confirm agreement for two green coloured plaques to be added to posts in the memory garden with wording regarding placing of mementos. 6 out of 11 Committee members confirmed their agreement, which is a majority response. This decision was unanimously **RATIFIED** by the Committee.

1415. TO CONSIDER INSTALLING A NEW PIECE OF PLAYGROUND EQUIPMENT AT ROBERT KINGAN PLAYGROUND

The Amenities Officer's report confirmed that several play equipment specialists had been contacted for prices for a piece of equipment to replace the wooden fort that had recently been removed at Robert Kingan Playground. This could be a potential project to spend CIL monies on. Unfortunately, all but one company were unable to include installation and delivery within their prices which would be at an additional cost. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the Amenities Officer drafts a consultation flyer to gain views of local residents on what they would like included within the playground.

1416. TO RATIFY DECISION TO HOLD AN EASTER TRAIL AT CHATSWORTH PARK

Helping Out CIC had contacted the Town Council asking if they could hold an Easter Trail in Chatsworth Park on Saturday 5th and Sunday 6th June between 10am and 4pm. Committee members were emailed to ask if they were in agreement for this event to take place. 8 out of 11 Committee members replied with a positive response and this decision was unanimously **RATIFIED**.

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1417. TO RATIFY FIRE RISK ASSESSMENT, NOTE REPORT AND AGREE ACTIONS REQUIRED AT THE CIVIC CENTRE

The report from the Town Clerk advised that estimates for a fire risk assessment at the Civic Centre were obtained from three companies and following agreement from the Committee Chairman and Vice Chairman, Safe IS were instructed to carry out the works at a cost of £195 + VAT, which was within the Town Clerk's spending authority. This decision was unanimously **RATIFIED** by the Committee.

A report with 10 action points had been issued to the Town Clerk with a copy forwarded to the Committee members prior to the meeting. Of these points, 5 required work to be undertaken and it was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that estimates are obtained.

1418. TO RATIFY ELECTRICAL INSTALLATION INSPECTION, NOTE REPORT AND AGREE ACTIONS REQUIRED

The Town Clerk's report advised that the Civic Centre had been due its 5 year review of its electrical installation. Estimates were obtained from four companies and following agreement from the Committee Chairman and Vice Chairman, Cobb Electrical were instructed to carry out the inspection and produce an Electrical Installation Condition Report at a cost of £560 + VAT. This was within the Town Clerk and Committee Chairman's delegated spending authority. It was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously agreed to **RATIFY** the inspection at the above cost.

A report to undertake either essential minimum works or works required to bring the installation up to current safety standards was provided by Cobb Electrical. It was proposed by Cllr Gallagher, seconded by Cllr Robinson and **RECOMMENDED** by a majority for Cobb Electrical to undertake the works required to bring the installation up to current safety standards in the sum of £3,780 + VAT. Cllr O'Connor abstained and Cllr Judd was against.

1419. TO AGREE A WAY FORWARD FOR THE OPENING OF THE CIVIC CENTRE FOLLOWING THE LIFTING OF LOCKDOWN RESTRICTIONS

The Committee discussed re-opening up of the Civic Centre following the lifting of lockdown restrictions. The current roadmap confirmed that from 21st June 2021 it is hoped that all legal limits on social contact would be removed and if that is the case the Centre could re-open in July. It was proposed by Cllr Gallagher, seconded by Cllr Smith and unanimously **RECOMMENDED** that a decision be made by the Town Clerk based on the current situation at the time.

1420. FUTURE EVENTS

The Committee considered the list of events in the Amenities Officer's report and it was proposed by Cllr Gallagher, seconded by Cllr Judd and unanimously **RECOMMENDED** that the events listed take place and an Events Working Group be set up to consider additional events consisting of Cllrs Clarkson, Judd, Gallagher, O'Connor, Robinson and Sharkey.

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1421. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr Clarkson asked if the Committee would like to re-visit the monthly litter picks on the second Sunday of each month. He suggested 13th June, 11th July and 8th August and will make contact with Councillors when more details are known.

Cllr Clarkson also asked if he could write a plan to support the Business Plan in making the Town Council carbon neutral by 2030. Cllr Sharkey confirmed that he could bring this direct to the joint Climate Working Group with Peacehaven Town Council.

The Amenities Officer confirmed that our playground and parks contractors had reported 3 large black bin liners of green waste had been fly tipped next to one of the bins in Chatsworth Park. There will be a charge to the Town Council of £44 for green waste disposal. She asked how the Committee would like to take this forward and it was agreed to place posters in the area and put an article in the Town Crier newsletter to ask people not to fly tip their green waste.

There being no further business the meeting closed at 10.05pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 26th July 2021 at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List
26th July 2021

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	Cllrs Gallagher, Judd and Town Clerk to explore potential schemes and bring back to a future meeting. <i>On hold for time being due to current situation.</i>	Sept 2021
27.01.20	Min 1250, p 3129 – To agree estimate for new Mayors Board	SN/IS	Cllr Sharkey's partner is currently painting a picture of the Civic Centre directly onto the Mayors Board.	Sept 2021
27.01.20	Min 1251, p 3129 – To consider disposal of pool table	SN	Second-hand value to be ascertained and table then advertised for sale. <i>On hold due to current situation</i>	Sept 2021
30.11.20	Min 1347, p 3302 – Update on invasive trees at Chatsworth Park & The Copse	BB	LDC approved works in Copse bordering a property but works to be undertaken following bird nesting season.	Sept 2021
30.11.20	Min 1351, p 3303 – To discuss updates and outcomes following the Chatsworth Park working group meetings	CCL	Cllr Clarkson has prepared a draft management plan & boundary policy to be considered alongside results from ecological survey and access report.	Sept 2021
25.01.21	Min 1365, p 3339 – Business Plan update	BB CR	An agenda item has been added to this meeting to note the recent annual playground inspection reports. The costs to run a rainwater harvesting system at the Civic Centre are too expensive so closed for time being.	Please see new agenda item Completed
25.01.21	Min 1369, p 3340 – To consider obtaining estimates to reduce the height and weight of a tree in Chatsworth Park following storm damage	BB	A purchase order has been issued to Aspen Treecare for works to the tree which will be completed after bird nesting season.	Sept 2021
22.03.21	Min 1386, p 3385 – To agree works in Chatsworth Park next to a property in Kirby Drive	BB	A purchase order has been issued for the works which will be completed after bird nesting season. Resident informed.	Sept 2021
22.03.21	Min 1389, p 3386 – To agree ongoing maintenance of the Memory Garden and review Memorial Policy	SN BB	Revised layout of the Memorial Policy taken to Full Council on 21.7.2021 for adoption. Memorial Policy to be reviewed at the end of the summer.	Completed Sept 2021
22.03.21	Min 1398, p 3389 – Urgent Matters	BB	An agenda item has been added to this meeting concerning adding locks to the gates at Chatsworth Park South Playground.	Please see new agenda item

Agenda Item 5 - Amenities and Civic Centre Action List
26th July 2021

24.05.21	Min 1401, p 3427 – To consider Wander Coffee's request to sell alcohol from Chatsworth Park	BB	An agenda item has been added to this meeting with an update on the progression of the concession, including the selling of Pimms.	Please see new agenda item
24.05.21	Min 1402, p 3428 – To consider the progression of the café concession at Chatsworth Park	SN/BB/ CCL	An agenda item has been added to this meeting with an update on the progression of the concession.	Please see new agenda item
24.05.21	Min 1408, p 3432 – To review the Business Plan	SN	The Business Plan has been updated with the new details confirmed for the café concession.	Please see new agenda item
24.05.21	Min 1409, p 3432 – To agree a way forward with litter bin issues	BB BB BB/SN	An agenda item has been added to this meeting with regards to the Civic Centre bin and details concerning the amount of waste in Chatsworth Park bins. Resident informed we will not add a bin at Fairlight Avenue twitten. A working group was formed to discuss drafting a litter bin policy & draft subsequently completed.	Please see new agenda item Completed Please see new agenda item
24.05.21	Min 1410, p 3432 – To discuss the outcome of the Access Report on Telscombe Town Council's green spaces	BB	An agenda item has been added to this meeting concerning high priority items from the report.	Please see new agenda item
24.05.21	Min 1412, p 3433 – Update on damaged section of footpath in Chatsworth Park	BB	Purchase Order issued to Countrymans Contractors Ltd.	Sept 2021
24.05.21	Min 1413, p 3433 – To agree a way forward for requests to run classes and groups in Chatsworth Park	BB SN	Informed groups they can use the park without a hire charge and requested ins details. SN drafted Park Use Policy.	Completed See new agenda item
24.05.21	Min 1415, p 3433 – To consider installing a new piece of playground equipment at Robert Kingan Playground	BB	An agenda item has been added to this meeting to ratify a consultation flyer.	Please see new agenda item
24.05.21	Min 1417, p 3434 – To ratify Fire Risk Assessment, note report and agree actions required at the Civic Centre	SN	SN to obtain estimates/progress work to be undertaken following receipt of the Fire Risk Assessment.	Please see new agenda item
24.05.21	Min 1418, p 3434 – To ratify Electrical Installation Inspection, note report and agree actions required	SN	Cobb Electrical will be undertaking agreed works to the Civic Centre on 21-23 July 2021.	Complete
24.05.21	Min 1419, p 3434 – To agree a way forward for the opening of the Civic Centre following the lifting of lockdown restrictions	SN	Agreed for SN to make a decision on opening up of Civic Centre based on the current government guidelines.	Ongoing

Agenda Item 5 - Amenities and Civic Centre Action List
26th July 2021

24.05.21	Min 1421, p 3435 – Urgent Matters	CCL	Monthly litter picks arranged and information added onto social media pages and website.	Completed
		CCL	CCL is drafting a plan to make the Town Council carbon neutral by 2030 and will take to the joint Climate Working Group for further discussion.	Completed
		SN	Fly tipping signs placed next to bins in Chatsworth Park. An article has been added to the Town Crier newsletter asking people not to fly tip their green waste.	Complete

AGENDA ITEM	6
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	26 th July 2021
SUBJECT	To Note Income & Expenditure to 30 th June 2021

1. INTRODUCTION

The Income & Expenditure figures to the 30th June 2021 are attached. I have also attached the Earmarked Reserves for information.

2. INFORMATION

The actual year to date income is £358 and expenditure of £6,513 for Amenities and £4,186 income and £10,747 expenditure for the Civic Centre.

Explanations for main differences and other possible queries are as follows:-

Amenities

4363-105 Town entertainments – TV licence renewal

4908-201 Play equipment replacement – we have committed to put £13,765 into an ER at year end

4328-201 Joint litter/dog bin emptying – this is now incorporated in the new grounds maintenance contracts, but the amount of £832 is a residual amount outstanding from 2020/21

1065-202 Income miscellaneous – this is a donation of £253 from Wander Coffee towards a park picnic bench.

Civic Centre

4060-302 loan accounts – the loan payments for the Civic Centre are made twice a year in May and November.

ER

9013-910 IT – this is a 50% deposit payment for the new server.

9035-910 grounds maintenance – the expenditure is for the Access and Environmental Reports.

3. RECOMMENDATION

It is recommended that the figures are noted.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

Income and expenditure are on track with budgets.

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Amenities							
<u>105 Town Events</u>							
1054 Income entertainment	0	30	100	70			30.0%
Town Events :- Income	0	30	100	70			30.0%
4363 Town Entertainments	0	158	1,000	843		843	15.8%
4365 Entertainment consumables	0	0	100	100		100	0.0%
4366 Wave Leisure	0	0	1,500	1,500		1,500	0.0%
Town Events :- Indirect Expenditure	0	158	2,600	2,443	0	2,443	6.1%
Net Income over Expenditure	0	(128)	(2,500)	(2,373)			
<u>201 Parks, Open Spaces/Playgrounds</u>							
4098 PlayEquipment Replacement	0	1,433	16,000	14,567	13,765	802	95.0%
4100 Playgrounds Spare Parts	0	12	2,000	1,988		1,988	0.6%
4101 Grounds Maintenance	455	1,079	8,000	6,921		6,921	13.5%
4104 Works contract 1, playgrounds	755	1,694	7,850	6,156		6,156	21.6%
4105 Works contract 2 -trees/hedges	640	1,025	2,600	1,575		1,575	39.4%
4106 Small maint. works contract 3	175	250	1,800	1,550		1,550	13.9%
4107 Playground inspections	195	780	2,700	1,920		1,920	28.9%
4328 Joint litter/dog bin emptying	0	(832)	0	832		832	0.0%
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	2,220	5,440	40,950	35,510	13,765	21,745	46.9%
Net Expenditure	(2,220)	(5,440)	(40,950)	(35,510)			
<u>202 Amenities General</u>							
1062 Income memorial benches	0	0	1,150	1,150			0.0%
1063 Income memory garden plaques	15	75	300	225			25.0%
1065 Income miscellaneous	253	253	0	(253)			0.0%
Amenities General :- Income	268	328	1,450	1,122			22.6%
4351 Seats and Notice Boards	915	915	1,500	585		585	61.0%
4357 Memorial benches	0	0	1,150	1,150		1,150	0.0%
4358 Memory garden plaques	0	0	300	300		300	0.0%
Amenities General :- Indirect Expenditure	915	915	2,950	2,035	0	2,035	31.0%
Net Income over Expenditure	(647)	(587)	(1,500)	(913)			
Amenities :- Income	268	358	1,550	1,192			23.1%
Expenditure	3,135	6,513	46,500	39,987	13,765	26,222	43.6%

12:12

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Civic Centre							
<u>301 Civic Building</u>							
1000 Income Civic Centre - room hire	0	849	10,000	9,151			8.5%
1002 Income - C Centre FIT payments	1,684	1,684	4,800	3,116			35.1%
1003 Income - C Centre mast rental	1,653	1,653	6,615	4,962			25.0%
Civic Building :- Income	3,337	4,186	21,415	17,229			19.5%
4401 General Repairs	0	0	2,000	2,000	2,000	0.0%	
4402 Consumable Supplies	9	103	850	747	747	12.2%	
4403 Equipment Maintenance	425	671	2,000	1,329	1,329	33.6%	
4404 External/Internal Decorating	0	0	1,000	1,000	1,000	0.0%	
4406 Refuse collection	199	398	850	452	452	46.8%	
4407 Equipment	153	167	1,250	1,083	1,083	13.4%	
4411 Rates	1,215	3,626	15,000	11,374	11,374	24.2%	
4412 Water and Sewage	0	822	1,900	1,078	1,078	43.3%	
4413 Electricity	0	0	2,200	2,200	2,200	0.0%	
4414 Gas	76	228	2,850	2,622	2,622	8.0%	
4419 Internal/external works	0	0	2,000	2,000	2,000	0.0%	
Civic Building :- Indirect Expenditure	2,077	6,015	31,900	25,885	0	25,885	18.9%
Net Income over Expenditure	1,260	(1,830)	(10,485)	(8,655)			
<u>302 Civic Building Loan</u>							
4060 Loan Accounts	0	4,731	9,600	4,869		4,869	49.3%
Civic Building Loan :- Indirect Expenditure	0	4,731	9,600	4,869	0	4,869	49.3%
Net Expenditure	0	(4,731)	(9,600)	(4,869)			
Civic Centre :- Income	3,337	4,186	21,415	17,229			19.5%
Expenditure	2,077	10,747	41,500	30,753	0	30,753	25.9%

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
<u>910 Earmarked Reserves</u>							
9011 Park Refurbishment	0	0	89,182	89,182		89,182	0.0%
9012 Civic Centre Maintenance	0	755	19,550	18,795		18,795	3.9%
9013 Information Technology	2,062	2,062	4,691	2,630		2,630	43.9%
9014 Telscombe Tye	0	0	50,365	50,365		50,365	0.0%
9018 Tye Signage Expenditure	0	0	1,743	1,743		1,743	0.0%
9020 Youth Projects Expenditure	0	0	3,018	3,018		3,018	0.0%
9021 Election Expenses	0	0	9,929	9,929		9,929	0.0%
9023 Street Lighting Expenditure	0	0	18,461	18,461		18,461	0.0%
9026 Councillor training	0	0	3,500	3,500		3,500	0.0%
9027 Burial fees	0	0	3,000	3,000		3,000	0.0%
9028 Bus shelters	0	0	12,795	12,795		12,795	0.0%
9029 Street furniture	0	0	3,000	3,000		3,000	0.0%
9030 CCTV	0	0	2,110	2,110		2,110	0.0%
9032 Website	0	0	1,420	1,420		1,420	0.0%
9033 Telephones	0	0	4,751	4,751		4,751	0.0%
9035 Grounds maintenance	1,875	3,740	17,605	13,865		13,865	21.2%
9036 Coastal Management	0	0	30,000	30,000		30,000	0.0%
9037 CIL monies	0	0	20,348	20,348		20,348	0.0%
9038 Neighbourhood Plan	634	1,322	5,082	3,760		3,760	26.0%
9039 Clifftop fencing	0	0	2,711	2,711		2,711	0.0%
9040 Community cafe	306	306	3,985	3,679		3,679	7.7%
9041 Tye management	140	140	3,553	3,413		3,413	3.9%
Earmarked Reserves :- Indirect Expenditure	5,016	8,324	310,799	302,475	0	302,475	2.7%
Net Expenditure	(5,016)	(8,324)	(310,799)	(302,475)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	5,016	8,324	310,799	302,475	0	302,475	2.7%
Movement to/(from) Gen Reserve	(5,016)	(8,324)					
Grand Totals:- Income	4,300	134,342	283,920	149,578			47.3%
Expenditure	27,956	69,014	596,153	527,139	13,765	513,374	13.9%
Net Income over Expenditure	(23,656)	65,327	(312,233)	(377,560)			

AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th July 2021
SUBJECT	To review the Business Plan

1. INTRODUCTION

It has been agreed to put a Business Plan update on all Council and Committee agendas so that we can ensure we are working towards the agreed activities.

2. INFORMATION

I have attached the ongoing working timetable which relates to this Committee.

3. RECOMMENDATION

That the Committee review the Business Plan.

4. ENVIRONMENTAL IMPACT

The Business Plan includes a climate emergency response.

5. FINANCIAL IMPLICATIONS

There will be financial implications we will need to consider for progressing elements of the plan.

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

PART 2 of the business plan sets out a programme of work to be carried out between the dates shown including intervals of review and projected delivery dates adopted at Full Council TBA (soon). PART 1 working group Notes

Part I - AMENITIES & CIVIC CENTRE COMMITTEE						
Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
1	Tree Survey	To survey the trees in Chatsworth Park and the Copse.	TC & AO	Yearly	ACC	Ongoing
2	Tree Works	Tree works to continue as required by the survey reports in Chatsworth Park and the Copse.	TC & AO		ACC	Ongoing
3	Establish a maintenance programme for the play equipment in the play spaces in Chatsworth Park & Robert Kingan	Weekly playground inspections undertaken. AO/ACC to monitor the inspection reports and authorise repair and maintenance work as needed.	TC & AO & ACC	6 monthly	ACC	Ongoing

2020 -2021

2021 -2022

2022 -2023

V2.2 16/06/21

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

Part I - AMENITIES & CIVIC CENTRE COMMITTEE

Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date	
4	Look at ways of increasing income at Civic Centre	Increase Council hire income	Officer report on the present situation to ACC and a working group formed to examine whether new options are available. <i>On hold due to Covid.</i>	TC	6 monthly	ACC	November 2021
4a	Increasing Income ideas to be included	Working group to explore options with TC	To explore additional markets including business meeting rooms. Consider alternatives for hard to rent rooms such as room 6 - consultations with possible new clients with the offer of loyalty and other incentive schemes to returning customers. <i>On hold due to Covid.</i>	TC	6 monthly	ACC	November 2021
5	Keep Robert Kingan playground and Chatsworth Park clean and tidy	Carry out weekly inspections of park & play spaces.	Organise periodic litter picks in Chatsworth Park & Robert Kingan using members, staff and volunteers.	AO, staff and members and volunteers	6 monthly	ACC	Ongoing

2020 -2021

2021 -2022

2022 -2023

V2.2 16/06/21

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

			Volunteer litter picks taking place monthly when possible in Chatsworth Park. Litter picking of Chatsworth Park & all playgrounds included in new 3-year contract which commenced on 1 st April 2021.			April 2021 when new grounds maintenance contract starts
6	New Café in Chatsworth Park Project	Examine the feasibility of building a new café in Chatsworth Park	Small working group set up & subsequently agreed at committee to trial a café concession to test market. Concession started April 2021 – need to monitor & review. Covenants for Park to be examined by LDC lawyer. Additional Cllrs & staff to join working group to take project forward BUDGET IMPLICATIONS	AO & TC	Ongoing	ACC
7	Declared Climate Change Emergency - Activity for ACC and FC	Aim for TTC to become carbon neutral by 2030.	Proposed Tree Planting scheme with residents unable to proceed due to underground services. Alternatives being investigated such as	TC & AO	6 monthly	ACC & FC

2020 -2021

2021 -2022

2022 -2023

V2.2 16/06/21

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

			<p>bushes or wildflower verges. Replace any tree cut down as part of Chatsworth Park maintenance. Advertise the solar panels savings in CO2 and clean energy generation in quarterly newsletter. Explore the opportunities to provide EV charging point(s) at Civic Centre. BUDGET IMPLICATIONS</p> <p>Single Use Plastics Policy adopted at Council meeting on 16.9.20. Rainwater harvesting to be investigated. Joint working party set up with PeacehavenTC.</p>	CR	ACC & FC	2022
7a	Explore the possibility of adding cycle routes in Chatsworth Park	In conjunction with the NP working group explore this possibility to encourage the use of cycles safely	<p>Local residents consulted and not keen on cycle routes in park, therefore this has been put on hold. BUDGET IMPLICATIONS</p> <p>Long term plans for cycle route throughout</p>	AO & TC	Yearly	2022

TELSCOMBE TOWN COUNCIL BUSINESS PLAN PART 2 - 2019 to 2023

8	<p>New Council Contracts – Contract specification to pay the living wage to employees</p>	<p>Early appraisal of grounds maintenance contract renewal due in 2021. Examine potential to combine all existing contracts.</p>	<p>Peacehaven & Telscombe Cliffs. Examine the tender requirements of the new contract and encourage quality over price outcomes - New contracts agreed, x 3 separate, went out for tender and contractors agreed at A/CC. Contract for 3 years commencing 1.4.21. BUDGET IMPLICATIONS</p>	<p>TC & AO</p>	<p>Renewal of contracts due April 2024 – start new tender process in April 2023</p>	<p>ACC & FC</p>	<p>Complete</p>
9	<p>Youth Services</p>	<p>Look at expanding opportunities to provide youth services support in the Towns</p>	<p>Report to Committee members to inform the discussion on exploring new opportunities to work with The Joff (Peacehaven) Youth Centre. <i>Joint project agreed with Peacehaven TC & ESCC, but put on hold due to Covid-19</i> BUDGET IMPLICATIONS</p>				

2020 -2021

2021 -2022

2022 -2023

V2.2 16/06/21

This is a dynamic plan and by this it is meant that new work can be added and existing work or that completed or found not to be viable or necessary can be removed.

Abbreviations

- TC – Town Clerk
- AO – Amenities Officer
- P&R – Policy Resources
- ACC – Amenities/Civic Centre
- P&H – Planning and Highways
- FC - Full Council
- NDP - Neighbourhood Plan
- TTC - Telscombe Town Council
- PHTC - Peacehaven Town Council
- LDC - Lewes District Council

2020 -2021	2021 -2022	2022 -2023	V2.2 16/06/21
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AGENDA ITEM	8
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th July 2021
SUBJECT	Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces

1. INTRODUCTION

The outcomes from the Access Report were provided to the Committee at the last Amenities & Civic Centre meeting on 25th May 2021, where it was agreed for the Council Officers to deal with any high priority items and costings be brought back to future meetings.

2. INFORMATION

Of the 82 separate recommendations, 22 were listed as high priority. The attached spreadsheet provides an update on all urgent items for consideration by this Committee. Any recommendations that come under Telscombe Tye will be taken to the Policy & Resources Committee.

3. RECOMMENDATION

I recommend the Committee note the information on the attached spreadsheet. I also recommend that we do not further investigate installing a controlled crossing from the housing side of Kirby Drive under Item No 3.2. This piece of work comes under East Sussex Highway's remit and the cost to the Town Council, even if successful with match funding, would be too high for us to explore. There are other important elements within our green spaces listed in the report.

4. ENVIRONMENTAL IMPACT

The Town Council's green spaces need to be accessible for everyone.

5. FINANCIAL IMPLICATIONS

There will be financial implications we will need to consider for progressing elements of the report.

No. & Element	Current Situation	Recommendation	Update	Status
1.1 Online – website accessibility & usability	<p>There is no information about the accessibility of the website on the Town Council website. Assessing the accessibility and usability of a website is a specialist area. It is important to ensure the website is as user-friendly as possible to a wide audience.</p>	<p>The accessibility and usability of the website to be reviewed by specialists and the recommendations acted on. The website should aim to meet Level AA of the W3C Web Accessibility Guidelines. The review process should include usability testing with an experienced group of users, particularly those who use screen readers or Easy Read text.</p>	<p>The Town Council website has been updated to make it accessible for all users. An accessibility statement has been added under our Policies section.</p>	Completed
1.2 Online – information about access	<p>There is no information about the accessibility of each of the sites on their respective pages. In research carried out by the Sensory Trust 42% of respondents said the main reason for not visiting their local park was lack of information.</p>	<p>Some information about the accessibility of each of the sites, in the form of a Visitor Guide, to be included on the webpages with photos and an illustrative map would be particularly helpful to disabled people who may be thinking of visiting. Include images of a diverse population to show that everyone is welcome. Information to include: • Parking and transport information • Location and access information about WCs, refreshment facilities. And other facilities</p> <ul style="list-style-type: none"> • Range of activities available • Opening times or any restrictions (such as at Telscombe Tye where they may be cattle grazing) • Information on guided tours or events <p>Map to include elements such as accessible parking opportunities, location of bus stops, location of level access and step-free routes (where they exist), information about path surfaces, widths and steepness (if steep), and provision of resting places</p>	<p>The Admin Assistant will investigate placing maps on the Town Council website.</p>	Officers yet to investigate

2.1 Parking & public transport	Information about parking and public transport opportunities is very important for many disabled visitors.	Ensure that information about parking near the Park (i.e. street parking near the more accessible routes) and the location of any bus stops is made available in the <i>Visitor Guide online</i>	As per 1.2	Officers yet to investigate
2.2 Arrival	There are several key points of entry around the park. An information board at these entries would help orientate people and inform their decision about where to go in the park. This should include a park map with the accessible features on it (as described in 1.2 above). At the moment there is one noticeboard at an entrance off Ambleside Avenue but this is information about TTC meetings etc.	Provide a map at the main entrances (near bus stops and in the car park and at other key entrances) to the park which shows the key features of the park such as steps, location of resting places, toilets and other facilities (where applicable), steepness of slopes, surface of paths, distances etc.	A separate agenda item has been added to this meeting for discussion.	Recommendation in separate agenda item
3.2 North Playground entrance from Kirby Drive	This entrance is opposite a well populated housing estate but there is no controlled crossing for residents crossing the road to the park.	Work with highways to explore the option of installing a controlled crossing from the housing side of Kirby Drive to the park side. This then will need to connect up with a route into the park (preferably as step-free one).	ESH have advised they do not have the resources to install a controlled crossing at present but encouraged us to apply for match funding to deliver additional projects relating to ^{the highway}	Recommendation in this report
3.9 North Playground top entrance	The slope down from this entrance is steep which is a barrier for a step-free approach.	See 3.1. It is recommended that the mainstep-free route is changed as in 3.1.	The costs involved will be high. Officers to investigate funding and grant options	Officers yet to investigate
3.12 Car Park entrance via Park Avenue	There is a small car park for the Park at the entrance off Park Avenue on the south west side of the Park. The surface of the car park is very uneven.	Carry out remedial work to the car park to create a firm and even surface. This surface also to be regularly maintained throughout the year.	This work was completed following the site visit for the Access Report but prior to receiving the report	Completed
3.13 Car Park entrance via Park Avenue	There are no designated accessible bays here. This may mean that Blue Badge holders are excluded from parking here on occasions.	Once the surface is level and even, mark out accessible parking bays as per guidance. The number of accessible bays should be min. 6% of the total number of spaces. Allocated bays to be as close as possible to pedestrian route(s) which have a firm and even surface	Disabled parking sign now fixed to a post. Investigations to now take place with painting white lines for allocated space	Ongoing

4.1 Path surfaces	Many of the path surfaces around the Park are uneven or cracked in places, which can be a significant barrier to access for some people.	Carry out a rolling programme of improvement and maintenance of path surfaces around the Park starting with the most frequented routes such as the route across from Park Avenue to Ambleside Avenue. Path surfaces to be firm and even and well drained. They should be flush with any adjoining paths (for example the path alongside Ambleside Avenue).	Work has started with the path north of Chatsworth Park North Playground due to be repaired. A yearly ongoing programme will need to take place, future reports to come to this Committee	Ongoing
4.2 Path widths	Most of the surfaced paths are approximately 1200 – 1500 mm wide, some slightly more or less. The resurfacing of paths provides an opportunity to widen them, where feasible.	Aim for a path width of 1800 mm on key routes, preferably 2000 mm. This allows two wheelchair users to pass each other or two pedestrians to walk side by side. A width of 1500 mm allows for a wheelchair user and a pedestrian to be alongside each other. A width of 1200 mm allows space for a wheelchair only. Where paths are necessarily narrower than 1800 mm ensure there are regular passing places. These should be 2000 mm long and 1800 mm wide and located within direct sight of another passing place or at a maximum distance of 25 m – whichever is closer.	A rolling programme will need to be investigated alongside item 4.1	Officers yet to investigate
5.2 Resting places elsewhere	There are some seats at different points within the Park, but not that many. These tend to be plain benches or, in the Memorial Garden, seating with backrests and armrests.	Together with the seating beside the main paths, explore other areas around the Park to install seating. This is something that could be done in consultation with local community groups. Consider locations for their sensory interest such as views, sounds, planting as well as some with shade and some with sun. The locations may have soft landscaping on the approach to complement the seating beside the paths.	Three benches have since been added to the grassed area by the car park, near to the café concession.	Completed

8.1 Events and activities	These need to be as inclusive as possible.	When designing and promoting events or activities, ensure that the accessibility of the event or activity has been considered and prepared for. This element can also be promoted and a telephone number given for anyone who may have queries about the accessibility of the activity or event.	Ongoing
9.2 Volunteers	There is a significant element of maintenance and monitoring that needs to be carried out at the Park on a regular basis.	Recruit volunteers (if not already in place) to carry out essential maintenance tasks at the Park and in doing so they also act as monitors of the Park. The tasks to include maintenance (sweeping) of paths, removal of any temporary obstacles, cleaning of playground equipment, pruning shrubbery back from the paths, carryout out remedial work to any damaged seats or signs etc.	Completed
9.3 Staff training	Any Council Staff who manage activities or deal directly with the public regarding the Park need to be disability confident.	Provide disability confidence training for all front facing staff. This should be provided by an experienced trainer who is themselves disabled and who works from the Social Model of Disability.	Officers yet to investigate
9.4 Feedback	Getting ongoing feedback about the Park and its accessibility is important for the Council and assists the Council in meeting its duties to disabled people at the Park.	Consider increasing the ways in which people can give feedback about the Park so that it is as easy as possible. Use a variety of methods to give people options and ensure that those who have given feedback are given feedback from the Council on their ideas. Ways of giving feedback include social media, 1-1 questionnaire at events, community focus groups etc.	Officers yet to investigate
11.1 Parking & public transport	Information about parking and public transport opportunities is very important for many disabled parents/carers wishing to use the Playground with their children.	Ensure that information about parking near the Playground (i.e. street parking) and the location of any bus stops and public toilets is made available in the information online.	Officers yet to investigate

AGENDA ITEM	9
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th July 2021
SUBJECT	To consider adding lecterns at key points of entry within Chatsworth Park

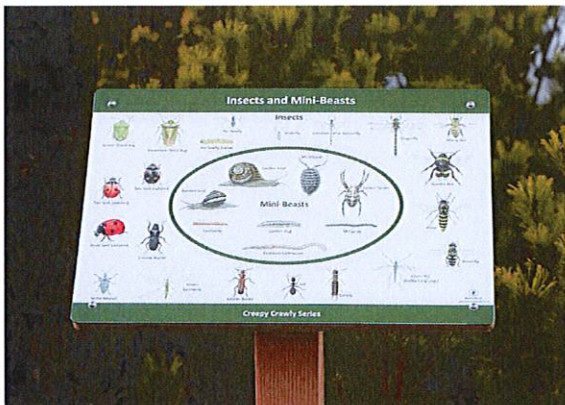
1. INTRODUCTION

One of the outcomes from the Access Report provided to the Committee at the last meeting was recorded under item number 2.2 Arrival. The report recommended that information boards are added to Chatsworth Park to help orientate people and inform their decision about where to go. This should include a park map with accessible features on it, for example steps, locations of resting places and other facilities.

2. INFORMATION

Four suppliers of wooden lecterns were contacted for prices based on an A2 size lectern, graphics, polycarbonate cover, delivery and installation. Three companies have responded, as follows:

- Nature Sign Design have quoted £395 plus VAT for a Standard Lectern, which includes a 3mm solid aluminium sign panel mounted on 18mm thick marine ply back on 1500 x 100 x 100mm solid oak post and £695 plus VAT for their Premier oak Lectern which also includes a 3mm solid aluminium sign panel mounted on 18mm thick marine ply back on 1500 x 100 x 100mm solid oak post (pictures below):



Standard Lectern



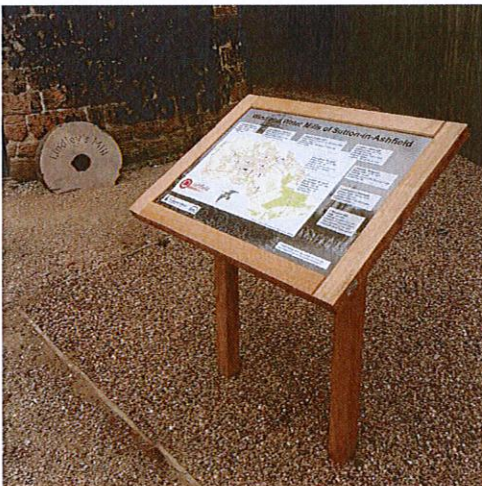
Premier Oak Lectern

They also quoted £300 to design the artwork we want included by using their database of images, hand drawn illustrations and professional wildlife photographs. Delivery is £125 plus VAT or delivery and installation charges are £250 plus VAT. This would bring their total price to £945 plus VAT for their standard lectern and £1,245 plus VAT for the premier oak lectern.

- High Weald Furniture Ltd have quoted £605 plus VAT for an A2 information panel plus £80 for delivery. Their prices do not include the artwork, printing or installation. If we decided to go with this option, estimates for installation would need to be obtained. Picture of their board is listed below:



- Fitzpatrick and Woolmer Design & Publishing Ltd have provided us with three separate quotes based on purchasing one, three or five lecterns. Quote 1 is £2,438 plus VAT for one A2 Oak Lectern, Quote 2 is £4,555 plus VAT for three A2 Oak Lecterns, Quote 3 is £7,032 plus VAT for five A2 Oak Lecterns. All quotations include panel design (we would need to provide text, images and logos), site survey, delivery and installation. Picture of their board is listed below:



Four printing companies were also contacted for estimates for the design and printing of maps, as one company could not offer this at all and another supplier provided the cost separately. We would need to create the artwork ourselves and the prices listed below are based on providing the signs only:

- G Print Ltd have provided a quotation of £48 plus VAT for each insert. G Print Ltd use a product called Dibond as the backboard, which is 2 pieces of aluminium sandwiched together with hard pvc. It is extremely durable and 33 mm thick. Delivery is not included, so we would need to collect from their address at Salfords, Surrey.
- 123 Sign Shop quoted £125.75 plus VAT to create a CAD Design Production Layout and laminate 6 x A2 signs. The price for one sign would cost £54.50. Delivery is free of charge.
- Fast Signs provided two quotations. Quote 1 is £123.99 plus VAT for 4 x 3mm aluminium composite and finished in laminate (£31 each). Quote 2 is £164 plus VAT for 4 x aluminium panels and finished in laminate (£41 each). Delivery is not included, so we would need to collect from their address in Woodingdean.
- The Sussex Sign Company provided a quotation to design and supply 3 x 3mm aluminium composite panels at £44.50 each and delivery at £19.50, totalling £153 plus VAT.

Taking all above details into consideration, the cheapest option would be to purchase one standard lectern from Native Sign at a cost of £395 plus VAT + £125 plus VAT for delivery, create the artwork direct, obtain and collect a print out from Fast Signs in Woodingdean using their aluminium composite at a cost of £31 plus VAT. The total price per lectern would be **£551 plus VAT + installation costs**. Alternatively, the lectern could be purchased from Native Sign, to include their standard lectern, design of artwork, installation and delivery at a cost of **£945 plus VAT** per lectern.

3. RECOMMENDATION

I recommend the Committee consider adding lecterns to Chatsworth Park at key entry points.

4. ENVIRONMENTAL IMPACT

The Town Council's green spaces need to be accessible for everyone.

5. FINANCIAL IMPLICATIONS

We have £6,900 left in 2021/22 grounds maintenance budget and £13,800 in an earmarked reserve. We could investigate funding through grants, such as applying for monies through Lewes District Council's (LDC) Community Infrastructure Levy (CIL) or we could put an application to Full Council through our own CIL monies received by LDC.

AGENDA ITEM	10
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th July 2021
SUBJECT	To note the annual playground inspection reports

1. INTRODUCTION

Lewes District Council have forwarded the completed the annual playground, DDA and Play Value inspections for our three playgrounds, Chatsworth Park South, Chatsworth Park North and Robert Kingan. As the reports are lengthy, they will not be printed for each Councillor to save on printing costs. They have been circulated out via email on 7th July 2021.

2. INFORMATION

The annual playground inspection reports highlight items that are deemed as a risk. All are listed as low or very low risk, although we have a couple reported as grade 10, which are on the cusp of being moderate. These are in relation to the following:

Robert Kingan Playground: The trampolines need tightening and rubbish to be cleared out from the bottom.

Chatsworth Park South Playground: The trampolines need tightening, rubbish to be cleared out from the bottom and there are some damaged springs, which have now been replaced by the caretaker.

Chatsworth Park South Playground: The climbing frame needs sanding down as it has splinters, there is rust showing through that needs to be treated and the surface below is not safe.

I will investigate prices for the above items first, as well as other equipment and bring back to future meetings for consideration.

The play value inspections recorded serious weaknesses under play opportunities for disabled children and inclusion of disabled children (for all three playgrounds), toilets/changing facilities (for Chatsworth Park North and South Playground) and ball games (for Chatsworth Park North Playground).

3. RECOMMENDATION

To note the recommended actions from the reports and implement them. As discussed at the Committee meeting in January, I will provide an additional report to the Committee in 6 months' time (January 2022), with the two most recent weekly playground inspection reports.

I also recommend that when replacing equipment, priority should be given to inclusive equipment.

4. ENVIRONMENTAL IMPACT

Maintenance of the park equipment allows residents and visitors to safely use the playgrounds.

5. FINANCIAL IMPLICATIONS

There will be a financial cost for repairs.

AGENDA ITEM	11
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th July 2021
SUBJECT	Update on Chatsworth Park South playground gates and consider way forward

1. INTRODUCTION

At the Amenities & Civic Centre Meeting in March, I informed the Committee that a resident had contacted the Town Council to complain about the gates at Chatsworth Park South playground. A young toddler had managed to open the gate to the playground and run out into the road. The resident asked if we could add latches to the gates to provide additional security.

2. INFORMATION

I informed the resident that the playground was refurbished three years ago and that the fencing and gates are standard approved and meet the current safety regulations. We also undertake both weekly and annual playground inspections to ensure that safety requirements are met.

Cllr Gallagher visited the area and asked for investigations into adding latches to be undertaken. I contacted the Senior Specialist Advisor at Lewes District Council (LDC) for their advice and to check if adding latches would affect the safety of the gates. He advised that our gates do meet the relevant standards and would not recommend adding a latch. We would need to consider if adding a latch would be DDA compliant as well as ensuring that the latch would comply with European Standards and there are no trap points. He asked if the gate could be moved to a different location and finally advised that if we decided a gate with a latch was required, to contact 'Easy Gate', who produce gates with high latches that conform.

Unfortunately we could not move the gates to a different location as there are trees bordering two sides of the playground. There could be a possibility of moving the double gate to the remaining side which is free of trees, but this would cause problems with contractor's vehicles being able to access the playground alongside the current equipment in place. I undertook a Risk Assessment for the two gates and found them to be low risk. Both gates have benches in close proximity, allowing carers to clearly view anyone entering or exiting the playground. The double gate also faces a large hedge which acts as a barrier to the road.

Cllr Gallagher visited the playground with her three year old grandson and timed him from going through the northern gate to reaching the main road. At our last

meeting, it was agreed for further investigation to be undertaken regarding purchasing locks for the gates.

I contacted Easy Gate as recommended by LDC and they confirmed that their high lift catch cannot be added to our gates as the closing style is too narrow for the body of the catch to slide down. I asked them to provide me with a price for two brand new gates including latches and they confirmed that this would cost £690 for a single gate plus £1,505 for the maintenance/combination gate and £140 for delivery, totalling **£2,335 plus VAT**. We would need to pay for the old gates to be removed and a contractor to install the new gates.

I also contacted Playsafe who fitted our current gates at the playground. They provided a price of £982 plus VAT for two gate latches to be fitted to the existing gates, which includes delivery and installation but advised that if we added latches to the gates, they may fail future safety inspections. I asked them to provide me with a price for two new gates including catches. They estimated that it would cost approximately **£7,000 plus VAT** for two brand new gates, removal of the old gates, site set up, installing new gates and making good of the fence.

I also contacted Jacksons Fencing for an estimate and they advised that they do not offer a high lift catch but did quote for two new gates with a slide catch at a price of **£3,414.75 plus VAT** to include delivery and installation. However, we would need to pay for a skip and the price quoted is also a budget price and depends on a site visit, so they would need to carry this out before providing a full estimate.

We also investigated placing barriers on the grass verge outside the playground, opposite the northern gate which would prevent direct access to the road. I contacted East Sussex Highways (ESH) and they confirmed that we would need to apply for a 171 licence – to make an excavation in a street at a cost of £399.61 or 10% of estimated works cost, whichever is greater. We would also need to apply for a 115 licence to erect a structure in the highway at a cost of £60.14. This would bring the minimum total fees from ESH to £459.75. In addition, we would also need the work to be carried out by an ESH approved contractor. I have contacted him for costs and am awaiting his reply. The Town Clerk has investigated barrier prices and these range between £115 to £150 plus VAT approximately for one barrier 2000mm in length. There is a discount for multiple purchases.

3. RECOMMENDATION

I recommend that new gates are not installed in this location as they meet the current safety regulations, deemed low risk on our Risk Assessment and listed as very low risk on the most recent annual playground inspection report. As the northern gate faces the road, I also recommend we place safety barriers in front of the gate at the northern entrance to act as a deterrent for any children running directly into the road.

4. ENVIRONMENTAL IMPACT

There will be an environmental impact on disposing of the current gates.

5. FINANCIAL IMPLICATIONS

We have £89,000 available in earmarked reserves for play equipment replacement.

AGENDA ITEM	12
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th July 2021
SUBJECT	To consider a tree survey for Chatsworth Park & The Copse

1. INTRODUCTION

The Council, either in its capacity as owner or manager, is responsible for trees located on land for which it manages or has total control over. As such, it has a common law and statutory duty of care in relation to its trees. Compliance with the duty will require the operation of a reasonable systematic inspection of all its trees, which has been determined in accordance with a sufficient and informed risk assessment.

2. INFORMATION

From 2016 to 2018 we had a tree survey carried out by Richard Jackson Arboriculturist and for the last couple of years a report was obtained from Saul Heath of Arbosense. The surveys are for trees in Chatsworth Park and The Copse, with works carried out in accordance with the recommendations.

I contacted five arboriculturists to quote including Arbosense who carried out the work last year. One company could not assist but estimates were provided by the other four, as follows:

- DW Trees (based in Lewes) quoted £450 excluding VAT to conduct a traditional ground-level visual inspection of the trees located within Chatsworth Park and the Copse and prepare a report including recommendations for remedial works.

However, they recommended that instead of the inspection, we put together a tree risk-benefit management system (details attached) by assessing each tree and customising and adopting a free, ready-made policy, which sets out our position on trees, their benefits and the risks, which they would be happy to assist us with. The cost is £450 for DW Trees to conduct an active assessment once every 5 years, £250 to train staff once every 5 years to undertake regular passive assessments as highlighted on the attached document and a £95 flat fee to assess an Obvious Tree Risk picked up on the passive assessment undertaken by Town Council staff. They confirmed that an active assessment should be carried out once every 5 years, although it may need to be carried out sooner if we receive bad weather, for example if a storm hits the trees they will carry out an assessment on a specific area for a £95 flat fee and this will usually not involve further investigation. A full-reassessment will usually be required following a large storm (for example the 1987 hurricane).

- Arbosense (based in Eastbourne) have quoted £500 excluding VAT to inspect all the trees in Chatsworth Park and The Copse. This is the same price quoted as the previous two years.

- Aspen Treecare (based in Lewes), have provided two quotations (attached) based on depth of survey.

Quote 1 is £650 + VAT to provide a visual tree assessment of all trees over 75mm diameter at 1.5m from ground level, provide a short written report on the sites and only highlighting trees with defects.

Quote 2 includes the above, as well as a detailed survey for zoned areas, suggestions for maintenance, including next to property boundaries and specification for reduction. The cost for quote 2 is £850 + VAT for 0-60 trees plus additional £100 per ten additional trees 61-100, plus additional £100 per fifteen additional trees from 101+.

- Connick Tree Care (based in Twineham, West Sussex - Headquarters in Reigate, Surrey) have provided two quotations (attached) based on depth of survey.

Quote 1 is £1,875 + VAT to undertake a ground level assessment of all trees over 150mm in stem diameter and 1.5m above ground level, located within the grounds and produce a report on their findings.

Quote 2 at £725 + VAT, is a negative survey which includes an assessment of the same trees, but only recording those that have been identified as having defects or actionable nuisance which requires some form of mitigation.

3. RECOMMENDATION

I recommend the Committee consider having a more detailed report carried out this year to assist with the future management of the park and Copse and to tie in with the Management Plan.

4. ENVIRONMENTAL IMPACT

Tree Surveys will help decide on the management of our green spaces and how best to maintain the local environment.

5. FINANCIAL IMPLICATIONS

We have £6,900 remaining in the general grounds maintenance budget and £13,800 in earmarked reserves.

Why and how we're going to manage the risk from our trees and branches falling

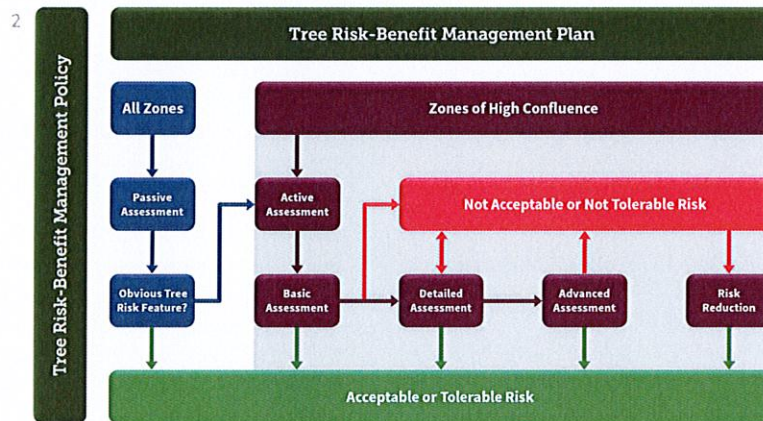
1 Our tree risk-benefit management strategy

1 The structure of our Tree Risk-Benefit Management Strategy is illustrated in the flowchart below. Everything follows from the Policy, which sets out our position on trees, their benefits, and the risks. In brief, our Policy says;

- Trees give us many benefits that we need
- The overall risk from trees and branches falling is extremely low
- We can't entirely remove the risk, and trees are living structures that sometimes shed branches or fall over; usually because of severe weather
- We have a duty of care to be reasonable, proportionate, and reasonably practicable when managing the risk
- We're going to manage the risk to an Acceptable or Tolerable level

The Plan explains how we'll carry out the Policy. We Plan to manage the risk by Passive Assessment in all zones of use. And by Active Assessment in zones of high confluence (high-use and large trees).

The structure of our Strategy



Picking up on Obvious Tree Risk Features you can't help but notice

1.1 Passive Assessment

3 Passive Assessment is simply picking up on Obvious Tree Risk Features you can't help but notice as you go about your daily routine. We carry it out in all zones of use. Passive Assessment is our most valuable risk management asset because it can be done by anyone and it's going on day in day out.

Trained assessors looking to find risks that might not be Acceptable or Tolerable

1.2 Active Assessment | Basic > Detailed > Advanced

4 Active Assessment is where we have trained assessors looking to find risks that might not be Acceptable or Tolerable. Or where Passive Assessment has picked up an Obvious Tree Risk Feature that needs a closer look. Active Assessment has three levels to it that increase in depth of investigation from Basic, to Detailed, and up to Advanced for important trees. We'll carry out Active Assessment in zones of high confluence every 5 years.

Risk ratings are as easy to understand as traffic lights



1.3 Risk ratings

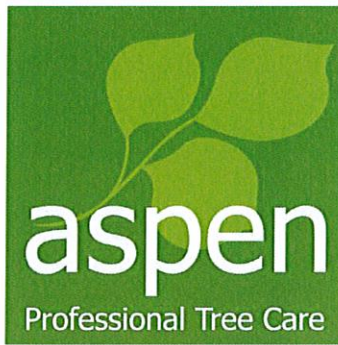
5 VALID has applied ISO 31000 : Risk Management and the Tolerability of Risk Framework to tree risk-benefit assessment and management, which we've adopted. We're going to manage the risk from our trees and branches falling using four easy to understand traffic light signal coloured risk ratings.

Red Not Acceptable risks will be reduced to an Acceptable level

Amber Not Tolerable risks will be reduced to an Acceptable level, but with a lower priority than red Not Acceptable risks

Amber Tolerable risks will not be reduced but may require an increased frequency of assessment than green Acceptable risks

Green Acceptable risks will not be reduced



3 Heath Stables
Spital Rd
Lewes
East Sussex
BN7 1LS
01273 479058
07789 557787
aspentreecare@hotmail.co.uk

Quote no 244

FAO Bianca Buss
Amenities Officer
Telscombe Civic Centre
360 South Coast Rd
Telscombe Cliffs
BN10 7ES

Quote 1

Within Chatsworth Park, and The Copse - located between Telscombe Cliffs Way and Bush Close.
Provide visual tree assessment (VTA) of all trees over 75mm diameter at 1.5m from ground level.
All trees to be grouped. Only trees with defects to be documented, tagged or marked with paint.

Provide a short, written report detailing:

- Overview of site.
- System of survey

Surveyed tree group categories:

- Species within group
- Approx height range
- Age range

Survey details for defective trees will document;

- Species
- Height
- Age class
- Condition including defects.
- Risk rating
- Recommendations for remedial works to bring tree within a tolerable level of risk.
- Works priority
- Re-inspection frequency or date.

Map detailing location of tree groups and numbered trees with notable defects.

Cost £650 plus VAT.

Quote 2

Within Chatsworth Park, and The Copse - located between Telscombe Cliffs Way and Bush Close.
Provide visual tree assessment (VTA) of all trees over 75mm diameter at 1.5m from ground level.

Provide a detailed written report, addressing:

- Overview of site.
- System of survey
- Zoning of trees for detailed surveys. Zones defined by frequency of occupation. Zones typically consist of constant, frequent, periodic and rare.
- Suggested areas for annual or cyclical maintenance, e.g. boundary reductions away from adjacent properties.
- Specification for reductions: meterage; type of management, e.g. hedge cutting, branch reduction, coppicing etc.

Some trees to be grouped. Trees within zones with higher frequency of occupation to be individually surveyed, tagged and plotted on accompanying map.

Surveyed tree group categories:

- Species within group
- Approx height range
- Age range

Survey details for trees within zones which have higher frequency of occupation;

- Species
- Height
- Age class
- Condition including defects.
- Risk rating
- Recommendations for remedial works to bring tree within a tolerable level of risk.
- Works priority
- Re-inspection frequency or date.

Map detailing location of tree groups and numbered trees with notable defects.

Costs

0 – 60 trees: £850.

60 – 100 trees: £100 per ten trees.

More than 100 trees: £100 per 15 trees.

The location and details regarding which areas to be surveyed in detail to be agreed before outset of survey.

Regards,

Duncan Armstrong Bsc TechArborA Level 4 Arb

05/07/21

VAT No 993 5945 55

Payment terms: Please make payment within 14 days. Aspen Tree Care reserves the right to charge interest at 12% of invoice total per calendar month on payment received more than 30 days from invoice date.

Job Ref: 183798/PRO

Ms Bianca Buss
Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES

22 June 2021



New Pond Farm
Woodhatch Road, Reigate, Surrey RH2 7QH
www.connicktreecare.co.uk info@connicktreecare.co.uk
01737 779191

Dear Ms Buss

Re. Site Address - Chatsworth Park and The Copse,

We have pleasure in submitting our quotation for the work as follows:

To undertake a ground level visual assessment of all trees located within the grounds of Chatsworth Park and The Copse within the responsibility of Telscombe Town Council and assess their condition in accordance with the needs of those responsible to meet their duty of care and produce a report of our findings. The tree condition assessment survey will cover all trees over 150mm in stem diameter, measured at 1.5m above ground level.

The survey and report will include the following aspects:

The undertaking of a site visit to assess all trees over 150mm in stem diameter at 1.5m. All trees identified within the survey will be individually marked using metal tree tags where appropriate.

Where trees form defined groups or woodlands these will be treated as such and identified accordingly. Any significant or defective trees within the groups will be identified individually.

All tree data obtained on site including their locations will be recorded using secure data capture software.

The production of an OS mapping based tree location plan of each site, showing all trees surveyed and identifiable with sequential numbering.

The production of a tree survey schedule for each showing the following information on each tree inspected.

Tree number: to cross reference info in site plan with info on schedule

Species: listed by common name and including scientific name.

Tree height: approx. in metres

Tree spread: approx. in metres

Stem diameter: in mm taken at 1.5m above ground level

Age class: Young, semi-mature, early mature, mature & over mature

Overall condition: good, fair, poor

Physiological condition: good, fair, poor, dead

Structural condition: good, fair, poor.

Comments: specific comments relating to each tree

Management recommendation and Priority rating: required management proposal identified within specified RAG colour coded time scales.

A written report detailing the findings from the survey process and a management plan. The management plan will include priorities of all works identified for reasons of health and safety and sound arboricultural management, including any legally actionable nuisances.



Certificate Number: 6204

ISO 9001
ISO 14001
NHSS 18



Approved Contractor
The Arboricultural Association is an organisation concerned with raising the standards of tree care in Britain. To ensure high standards in technical competence and adequate insurance protection, the Association has approved Connick Tree Care.



Cont'd
Connick Tree Care is the trading style of
Connick Tree Care Services Ltd.
Registered in England No. 04885914
Vet No. 850 589 990

The cost to provide the tree condition assessment and report is:

£1,875.00

An alternative option would be to undertake a negative survey, this would still include undertaking an assessment of all trees over 150mm in stem diameter, measured at 1.5m above ground level within the site but only recording those which have been identified as have defects or actionable nuisance which require some form of mitigation.

We would record the same information for those trees as set out above and provide a tree location plan, survey schedule and report as per above.

The cost to complete the negative survey would be:

£725.00

ALL WORKS COVERED BY £10 MILLION PROFESSIONAL INDEMNITY INSURANCE.

All Prices Are Exclusive Of VAT

Total VAT @ 20.00%:

I trust this quotation is clear & acceptable. If you have any queries, please contact us on the number shown below.

Yours Sincerely

Paul Roberts

Consultancy Administrator - Nikki Baxter - 01737 779191



Certificate Number: 6204

**ISO 9001
ISO 14001
NHSS 18**



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Terms and Conditions of Service for Connick Tree Care (The Contractor)

'The Contractor' - the business undertaking the works & 'The Client' – the person or business instructing the works (and in so doing and accepting the quote, agrees to / accepted the following terms and conditions.)

- 1) Notice of the Right to Cancel "Cooling off period". The client has a minimum 14 days to cancel the contract (in writing) from acceptance date. In the event of cancellation at short notice, costs may be proportionally incurred by the client.
- 2) This quotation / estimate is valid for 90 days and takes into account any 'value' (monetary or otherwise) the arisings may have unless stated differently.
- 3) Where possible, all works will be in accordance with the current British Standard 3998 'Tree Work Recommendations 2010'. Dimensions specified are approximate and will be to the nearest suitable pruning point.
- 4) In the event of a variation to the quotation as a result of;
 - a. Amendments to works required prior to arriving on site,
 - b. Changes in site / ground conditions since the original visit and / or
 - c. Additional works requested / required whilst on site,the quotation will be revised accordingly, either electronically in advance or hand written on the day of work. Agreed amendments, and/or changes in costs, shall be signed by the Contractor and the client.
- 5) It may be necessary for the client to arrange special access or provision of parking facilities, and will form part of the quotation. Should these requirements fail to be met by the client, **additional costs or an abortive visit fee may be incurred.**
- 6) Stump grinding will be to a depth of 200mm below the immediately adjacent ground level and will include the removal of the stump and buttress roots. There is no chasing of lateral roots unless specified. Subsequent debris from stump grinding will be left on site unless otherwise specified. It is the responsibility of the client to advise the Contractor of any underground services in the vicinity of the stump prior to starting the job.
- 7) All arisings (Inc. twigs / branches / woodchip / logs / trunks / foliage, etc.) will be removed from site and become the property of the Contractor unless specifically stated otherwise in the quotation.
- 8) An invoice will be raised on completion of the works. Payment is required within 7 days. Unsatisfactory completed work MUST be immediately notified, in writing or via email, to the Contractor within a minimum period of 48 hours.
- 9) Following written / verbal instructions from the client, the Contractor will check with the Local Planning Authority (LPA):
 - a. Whether the tree(s) are the subject of a Tree Preservation Order.
 - b. Whether the tree(s) are located within a Conservation Area.

The Contractor will also consider whether a Felling Licence is required from the Forestry Commission (FC) or if any other permissions / consultations are required, i.e., Natural England / Environmental Agency.

Please Note: If the Contractor undertakes the necessary LPA application / notification then an administrative charge of £25 will be incurred. Similarly, a charge may be incurred for obtainment of a FC Felling Licence.

- 10) Where works are proposed to third party trees, for example, trees in adjacent properties, the Contractor will require written confirmation from the tree owner (the neighbours) that the works are agreed and where necessary, that access is permitted. If works only apply to overhanging branches that can be pruned from ground level within the clients' property, then permission is not required, however, the neighbour should be advised, as a matter of courtesy, and the debris offered back (please also see 9 above as this may also apply.)
- 11) **The Contractor has £15 million Public Liability insurance and a copy of the certificate is available on request.**
The Contractor will operate in accordance with industry good practice, their Health & Safety Policy and Procedures, and undertake Site Specific Risk Assessments. The outcome of the Risk Assessments may place constraints on the site whilst works are in progress, for example, the client may not be able to access parts of their property without prior arrangement from ground staff.
- 12) The site will be left 'clean, tidy and safe'.
- 13) If the work is scheduled over multiple days, the site will be left in a safe condition, at the end of each working day.
- 13) The Contractor will undertake the works as scheduled, but is aware of / may be constrained by ecological and wildlife legislation including:
 - a. Wildlife and Countryside Act 1981.
 - b. Countryside and Rights of Way Act 2000.
 - c. Conservation of Habitats and Species Regs. 2012 (amendment)This legislation requires the Contractor to assess the impact of the works which may result in works being delayed as a result of nesting birds, roosting bats or similar being present. **Additional costs or an abortive visit fee may be incurred.**



ISO 9001
ISO 14001
NHSS 18



Approved Contractor
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AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk
MEETING DATE	26 th July 2021
SUBJECT	To agree the draft Park Use Policy

1. INTRODUCTION

Following an increase in requests from groups to use Chatsworth Park, it was agreed at the last meeting that I should draw up a draft policy.

2. INFORMATION

I drafted a Policy which was sent to the Committee Chairman, Vice-Chairman and Amenities officer for comments. The agreed draft is attached.

3. RECOMMENDATION

It is recommended that the draft Park Use Policy is agreed and taken to full Council for adoption.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

We will get a slight income by charging an administration fee, but this will only cover the officer's time.

TELSCOMBE TOWN COUNCIL



Park Use Policy

Introduction

Telscombe Town Council has introduced this Policy for both commercial activity providers (i.e., those who charge clients for their services) and community activity providers who wish to use its parks and greenspaces. It is primarily intended for, but not limited to, health and fitness class operators.

Outdoor personal health and fitness classes, boot camps and other forms of commercial and community activity have become increasingly popular. Whilst we acknowledge that these types of activities can be good for the health and wellbeing of residents, the Council wants to ensure that activities are appropriate for the site and cause no nuisance to nearby residents or other park users.

This Policy will ensure that an operator has a relevant qualification, has appropriate insurance and has addressed relevant health and safety requirements and other terms of use. If the relevant information cannot be provided, permission will not be granted to use the park. The ultimate decision is at the discretion of the Council.

Fees

We charge an annual administration fee of £25 which is payable in advance. If your application is successful, we will notify you and issue an invoice. Once payment is received, we will confirm your start date.

No commercial or community activity may take place on Telscombe Town Council land without written permission from the Council and without the relevant annual administration fee being paid in advance by the applicant.

For community activity providers the fee may be waived or reduced at the Council's discretion.

Terms of Use

All sections of the application form must be fully completed to ensure you have considered the safety of all those participating in your classes or activity.

Please return this form at least 4 weeks prior to the proposed start date of the classes.

This form is primarily for the use of fitness classes, but also applies to any other commercial or community activity. If your activity is a one off or short-term event as opposed to an ongoing class, this Policy still applies.

We aim to acknowledge your application within five working days of receipt.

An agreement is subject to a 3 month probationary period and following notification by the Council of successful completion, will be valid for a further 9 months from the original date of issue. If the event is a one-off or short-term activity, the agreement will

TELSCOMBE TOWN COUNCIL



be valid for a specific date only.

Please note that on occasions one off special events may take place in the park and will take priority. You may therefore need to amend your normal operational activities on these occasions.

Any activity or equipment that you undertake/use must not cause any damage to the park and equipment should not be left unattended after the completion of sessions.

All litter should be removed or placed in the bins provided. If a bin is full, please take your litter home with you.

Disclaimer

By entering into this contract with Telscombe Town Council you/the Company hereby agree and undertake to accept total responsibility for all or any of the action(s) of the members/patrons of your exercise class/activity during the allocated period. The Council will not be liable for any personal injury or fatality be it incidental, direct or consequential or resulting from any other similar damage due to the use of the park for the expressed purposes of carrying on your exercise class/activity. The Council does not assume any responsibility for any risk sustained to any member of the exercise class/activity following departure from the Council's park. You equally agree to indemnify and hold Telscombe Town Council free of any blame against all claims or liability asserted against the Council arising out of or in connection with any breach by you or anyone acting on your behalf or member of your exercise class/activity of any of these Terms of Use.

Your co-operation is much appreciated.

Assistance in completing the application form is available from the Council.

TELSCOMBE TOWN COUNCIL



Park Use Application Form			
Contact Details:			
Name of Organisation / Company name			
Applicants Name			
Address			
Telephone Number:		Mobile Number:	
Email address:			
Please provide copies of the following documents:			
Risk Assessment	Attached <input type="checkbox"/>		
Proof of Public Liability Insurance (with a minimum indemnity of £5million)	Attached <input type="checkbox"/>		
A site map showing where the activity will take place within the park	Attached <input type="checkbox"/>		
Safeguarding and Child Protection Policy (where relevant)	Attached <input type="checkbox"/>		
DBS checks (where relevant)	Attached <input type="checkbox"/>		
Details of your emergency procedures (e.g. emergency arrangements, access points, named responsible person, contact details, first aid arrangements, nearest hospital)	Attached <input type="checkbox"/>		
Copies of relevant health and fitness sector qualifications	Attached <input type="checkbox"/>		
Copies of first aid certificate	Attached <input type="checkbox"/>		

TELSCOMBE TOWN COUNCIL



Please complete one form per activity.

Activity Details:							
Venue (including a precise location)							
Description of Activity							
Name of person responsible for delivery							
Proposed Start Date				Proposed Finish Date			
Start Time				Finish Time			
Days of the Week	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
Are you proposing to use any special equipment or temporary structures?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please provide details							
Will you be using any amplified instruction?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will you be using any amplified music?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you proposing to play any copyrighted recorded music?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, have you obtained any necessary permission for the use of copyrighted material?						Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please complete one form for each Trainer / Operator / Member of staff involved in the delivery. Include all relevant Health and Fitness and First Aid qualifications.

TELSCOMBE TOWN COUNCIL



Trainer / Operator / Staff Qualifications:		
Name:		
Qualification & Level	Awarding Organisation	Date of Issue

New/Additional Trainers

If any new trainers will be delivering or supporting you in delivering your classes and you have not already advised us, you should complete a copy of this page of the application form and submit it and any supporting documentation prior to starting delivery.

Declaration

<p>I confirm that the information I have provided on this form is true, complete and accurate and that I have read, understood and agreed to the accompanying terms and conditions detailed in the Policy.</p> <p>By signing this form, I/we agree to sympathetically consider other park users, keep noise levels to a minimum, leave the park as I/we found it, remove all litter and not use children's play equipment.</p>	
Signature:	
Name:	
Date:	

Please send the completed form to: Bianca Buss – Amenities Officer, Telscombe Town Council, Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, E Sussex, BN10 7ES

Email: amenities@telscombetowncouncil.org.uk

TELSCOMBE TOWN COUNCIL



If you have any queries, please contact us on 01273 589777

General Data Protection Regulation 2018 - Privacy Notice

Any personal information such as name, postal address, telephone number, and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

When you give us information about another person, you need to ensure you have the consent of that person to pass these details to Telscombe Town Council.

Details of the Council's Privacy Policy can be found using this link:

www.telscombetowncouncil.gov.uk/wp-content/uploads/2021/05/Privacy-Policy-General-19.5.21.pdf

draft

AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th July 2021
SUBJECT	To agree draft litter bin policy

1. INTRODUCTION

At the last Amenities & Civic Centre meeting it was agreed to form a working group to consider creating a policy for litter bins due to the Town Council receiving many individual requests for bins. Councillors Gallagher, O'Connor and Robinson agreed to be part of the working group with myself and the Town Clerk.

2. INFORMATION

A meeting was arranged for 21st June and the Town Clerk has drafted the attached policy following the agreed decisions made at the meeting.

3. RECOMMENDATION

It is recommended that the policy be agreed, before being taken to Full Council for adoption.

4. ENVIRONMENTAL IMPACT

Litter bins reduce the amount of litter that affects our local wildlife and environment.

5. FINANCIAL IMPLICATIONS

There will be an additional cost of approximately £550 per bin purchased plus installation if we replace our current bins with larger capacity bins or with combined litter and recycling bins plus a possible increase in emptying costs.

TELSCOMBE TOWN COUNCIL

LITTER AND DOG BIN POLICY

1. Introduction

The Council has no legal duty to provide litter and dog waste bins. However, we will provide bins as a means of controlling litter or dog waste problems as detailed in this Policy.

2. Purpose of this Document

The purpose of this document is to detail how the Council will:-

- Deal with requests for new bins
- Empty and maintain existing bins
- Replace existing bins

3. Requests for New Bins

- Telscombe Town Council will not place litter/dog/recycling bins on land that they do not own. If a request is received to place a bin on land it does not own, it will be declined.
- Telscombe Town Council will not increase the number of bins on their land.

To help the Council achieve its climate change aims, we encourage you to take your rubbish home with you and recycle it.

Possible alternatives may be considered including changing the size/type of existing bins or moving an existing under-used bin to/from a different location as detailed in number 5 of this Policy.

4. Emptying and Maintaining Bins

Only those bins purchased and installed by Telscombe Town Council will be maintained and emptied. Bins will be emptied on such a frequency to prevent them overflowing. This will be based on their location and related to the intensity of use. The frequency will also vary according to the time of year and for special events. Monitoring will be undertaken to ensure that these frequencies are sufficient.

All bins will be maintained to a standard that is fit for purpose. When a bin is damaged or stolen, it will be replaced if the Council considers there is still a need for it in that particular area. If any bin suffers vandalism on a regular basis, total removal will be considered.



TELSCOMBE TOWN COUNCIL

5. Replacing Existing Bins

The Council will aim to improve the effectiveness of individual bins through a programme of removal and replacement, using larger capacity bins where required or combining separate dog and litter bins into one. In support of the Council's recycling aims, we will also look at opportunities for locating combined litter and recycling bins where these would be most appropriate. We will continually monitor the usage of bins to determine their viability. Bins that are not used or used infrequently may be moved to an alternative location.

AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th July 2021
SUBJECT	Update on litter bin issues

1. INTRODUCTION

At the last Amenities & Civic Centre meeting it was recommended to reinstall the litter bin outside the Civic Centre and that our contractor be asked to empty the bin twice a week on a Monday and Friday based on a cost of £2 per empty. Cllr Robinson also asked for a record confirming the amount of rubbish in the Town Council owned bins.

2. INFORMATION

I contacted our contractor who quoted £5 per empty at the Civic Centre. They explained that the bins in Chatsworth Park were costed at £2 to obtain the grounds maintenance contract and were a loss leader. I also contacted other contractors, who were more expensive. I emailed the Committee and asked if they would be happy for the bin outside the Civic Centre to be emptied once a week at a cost of £5. Six Councillors replied with a yes, 1 replied with a no and 2 did not respond. As this was a majority response, I have instructed Countrymans Contractors Ltd to carry out the Civic Centre bin emptying as of 2nd August 2021.

Countrymans Contractors Ltd also undertook a report for two weeks at the end of June to see how much rubbish was placed in the Town Council bins at Chatsworth Park. They confirmed that bin number 3 (south of Chatsworth Park North Playground) was recorded as half full. All other bins were recorded as full and bin numbers 5, 7 and 9 also had household waste fly tipped next to them.

3. RECOMMENDATION

It is recommended to note the information from Countrymans Contractors Ltd with regards to the amount of waste in the bins located within Chatsworth Park. It is also recommended that the one bin empty at the Civic Centre be ratified.

4. ENVIRONMENTAL IMPACT

Litter bins reduce the amount of litter that affects our local wildlife and environment.

5. FINANCIAL IMPLICATIONS

The £5 weekly cost to empty the bin is not budgeted for.

<u>AGENDA ITEM</u>	16
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	26 th July 2021
<u>SUBJECT</u>	Update on the Chatsworth Park café concession

1. INTRODUCTION

At the previous Amenities & Civic Centre Meeting, the Committee discussed the progression and future support of the café concession in Chatsworth Park.

2. INFORMATION

At the last meeting, Cllr Clarkson asked for volunteers to join the Chatsworth Park Café Concession Working Group (CPCCWG). Cllr Gallagher, the Town Clerk and I all volunteered to be included and a meeting is due to be held on the morning of 26th July to discuss the progression. Any updates coming out of that meeting will be provided tonight.

To take the project forward, the Town Council needed to investigate covenants in Chatsworth Park. The Town Clerk obtained the new downloadable land certificates from the Land Registry via Lewes District Council (LDC), who further advised they can do a report for each area of the park to see if there are restrictive covenants preventing building. It was agreed to only proceed with a report for the southern section for the moment as that is the favoured position for the café and the Town Clerk and Committee Chair agreed the cost of £480 under their delegated spending authority. LDC's report is due imminently.

The agreed Terms and Conditions for the café concession confirm that the concession licence is issued for free for the first 6 weeks and that the Town Council can negotiate a licence fee following this period. At the last meeting it was recommended not to charge a licence fee, but to review it at the following meeting. Wander Coffee have been informed.

The Committee also considered Wander Coffee's request to sell alcohol and it was agreed they could sell Pimms only, between the hours of 12pm and 4pm at the weekends, with a review date of 6 weeks' time. Due to poor weather, Wander Coffee have only arranged two weekends to date and take up has not been high. The concession has five additional licences available for Pimms weekends and they would like to be able to continue with these additional places during the summer holidays.

Lastly, Wander Coffee contacted the Town Council asking that instead of using their 'A' boards to advertise the concession, if they could fix signs to the playground railings, advertising the concession opening hours, location and items for sale. This was taken to the Amenities & Civic Centre Committee for consideration via email,

where the majority were against the request. Wander Coffee were informed and the Town Clerk has offered to place a poster in the Town Council notice board.

3. RECOMMENDATION

It is recommended that the Committee:

- Ratify the £480 for LDC to issue a report on any restrictive covenants for the southern area of Chatsworth Park.
- To note the update from the CPCCWG.
- Consider whether to charge a licence fee to Wander Coffee.
- Consider allowing Wander Coffee to sell Pimms for their remaining purchased licences, which should take them up to the end of the summer holidays.
- Ratify the decision not to fix signs to the playground railings.

4. ENVIRONMENTAL IMPACT

The concession will attract more visitors to Chatsworth Park and encourage the future of the park as an amenity for local residents to enjoy and use.

5. FINANCIAL IMPLICATIONS

We have an earmarked reserve of £3,985 for the community café. £1,000 of this was agreed to be spent towards initial investigations, which is going towards the portable toilet hire of £40 per week. That leaves a balance of £2,985 less the £480 for the report from LDC.

AGENDA ITEM	17
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th July 2021
SUBJECT	To consider placing bee hives on Telscombe Town Council land

1. INTRODUCTION

At the Planning & Highways Committee meeting on 7th April 2021, I was asked to investigate placing bee hives on the unregistered land by Telscombe Grange.

2. INFORMATION

Following a conversation with the Town Clerk, it was decided to only investigate placing hives on land owned by Telscombe Town Council; namely The Copse, Chatsworth Park or clifftop land.

I contacted the Brighton and Lewes Beekeepers group who have advised that if a decision is made to place bee hives in a particular location, they could visit to check its suitability. They could also look after and maintain the hives free of charge to the Council.

3. RECOMMENDATION

It is recommended that the Committee consider potential sites for proposed bee hives. Consideration should be given to areas with low foot traffic. We should also consider consulting nearby properties prior to any final decision being made.

4. ENVIRONMENTAL IMPACT

Honey bees can compete with native bees for nectar and pollen.

5. FINANCIAL IMPLICATIONS

None.

<u>AGENDA ITEM</u>	18
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	26 th July 2021
<u>SUBJECT</u>	To ratify decision to hold a summer holiday community picnic at Chatsworth Park

1. INTRODUCTION

Helping Out CIC asked our permission to hold a summer holiday community picnic in Chatsworth Park on Friday 6th August between 11am and 3pm. The event will include supplying packed lunches and activities, and will be open for everyone.

2. INFORMATION

Due to timing restraints, I emailed Committee members and asked that they advise me if they were in agreement for this event to take place in Chatsworth Park. 7 out of 9 Committee members replied with a positive response. As this was a majority response, I advised Helping Out CIC that their request had been granted.

3. RECOMMENDATION

It is recommended to ratify the decision to allow Helping Out CIC arrange a summer holiday community picnic in Chatsworth Park on Friday 6th August 2021.

4. ENVIRONMENTAL IMPACT

N/A.

5. FINANCIAL IMPLICATIONS

None.

<u>AGENDA ITEM</u>	19
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Bianca Buss, Amenities Officer
<u>MEETING DATE</u>	26 th July 2021
<u>SUBJECT</u>	To ratify consultation flyer with regards to a new piece of playground equipment at Robert Kingan Playground

1. INTRODUCTION

At the last Amenities & Civic Centre Committee meeting, the Committee were provided with several types of inclusive playground equipment, to replace the wooden fort that had been removed from Robert Kingan Playground. It was recommended that I draft a consultation flyer to gain the views of local residents on what type of playground equipment they would like to see.

2. INFORMATION

A copy of the drafted flyer was provided to the Committee via email, and I was then asked to also investigate prices for a Ball Wall, as this had been raised by the Saltdean Residents Association as a potential option. Following investigations, the final draft was sent to this Committee on 14th July and to let me know by Friday 16th July if they required any changes to be made. Consultation took place from 19th July, with flyers being distributed to park users and details advertised on the Town Council website and social media pages.

In addition, this Committee have previously identified a replacement piece of equipment at Robert Kingan playground for a potential project for the CIL funds received by Lewes District Council. This was taken to Full Council on 21st July 2021 for consideration.

3. RECOMMENDATION

It is recommended to ratify the attached consultation flyer. The results from public feedback and the decision from Full Council for any CIL monies to be included for this project will be taken to the next meeting.

4. ENVIRONMENTAL IMPACT

Playgrounds encourage physical activity and increase motor development skills.

5. FINANCIAL IMPLICATIONS

The current CIL Earmarked Reserve is £20,348.

Telscombe Town Council

Playground Consultation





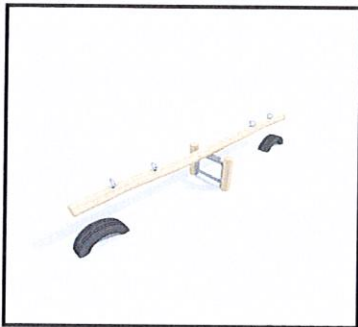

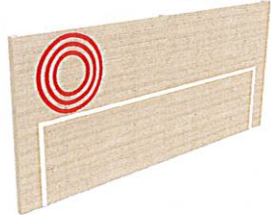
Telscombe Town Council are considering installing an inclusive piece of playground equipment at Robert Kingan Playground, East Saltdean.

As part of the consultation process, it is important to the Council for residents to give their views on what type of equipment they would like included.

To have your say, please complete the following survey and return it to Telscombe Town Council, Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, East Sussex, BN10 7ES or via email at amenities@telscombetowncouncil.org.uk

CLOSING DATE FOR RECEIPT OF COMPLETED FORMS – FRIDAY 20th AUGUST 2021

Survey Questions:	
1. Frequency & nos. of visitors:	
How often do you visit this playground?	
On an average visit, how many adults are in your group?	
On an average visit, how many children 0-12 are in your group?	
On an average visit, how many children 13 & over are in your group?	
2. Reasons for visits:	
What is your main reason for visiting?	
3. Equipment styles preferred by you:	
Please give two choices from the options on page 2, (see over) e.g. A & B, of the equipment you prefer. Only ONE new piece of equipment will be placed in the playground.	First Choice: Second Choice:
4. Comments or further suggestions:	

A		<p>3 x Sensory 'stand-alone' play panels</p> <p>These panels encourage sensory skill development through interaction</p>
B		<p>2 x Sensory 'music stations'</p> <p>The Calypso chimes and conga drums will combine playability with high energy, a wonderful sound and visual appeal</p>
C		<p>4 Seat See Saw</p> <p>This see saw is designed for four children to play together and also enables adults to sit with a child to help them balance</p>
D		<p>Sensory Playstation</p> <p>A mini shelter complete with overlap boarded roof and seating with a kaleidoscope play panel, tongue drum play panel, spin maracas play panel and conga drum play panel</p>
E		<p>Target Ball Wall</p> <p>Single sided Target Ball Wall manufactured in timber</p>

<u>AGENDA ITEM</u>	20
<u>COMMITTEE</u>	Amenities & Civic Centre
<u>REPORT FROM</u>	Stella Newman, Town Clerk
<u>MEETING DATE</u>	24 th May 2021
<u>SUBJECT</u>	Update on actions following the fire risk assessment and agree estimates

1. INTRODUCTION

The Fire Risk Assessment and its recommendations were taken to the last committee meeting. Some of the recommendations were already being carried out and five required action. It was agreed to obtain estimates for the required works.

2. INFORMATION

I have worked through the recommendations and taken action or obtained estimates as follows:-

Action 3 – Fire doors have fire door retainers fitted which automatically close the doors if the alarm is sounded. It is **recommended** to have the alternative loft space accessed from the northern upstairs corridor boarded and the storage boxes moved there from the kitchen loft.

I purchased loft boards totalling £95 using my delegated spending authority and the caretaker has boarded out a large area of the loft space accessed from the northern upstairs corridor. The storage boxes are yet to be moved out of the kitchen loft and to that area.

Action 5 – It is **recommended** to have the escape route fire doors assessed as per the report.

Diana contacted fire door companies for estimates. Only one company has responded with the required repair/replacement works which is almost £7,500 as he has quoted to make custom made doors for the Council Chamber and exhibition area. One other quoted just for the exhibition area and said we should try quotes from carpenters, so Diana is trying to obtain further estimates.

Action 6 - It is **recommended** to obtain estimates for the emergency lighting suggested in the report and the Town Clerk proceed with the best estimate if within her delegated spending authority.

This action is linked to action number 9. Please see full details under that heading.

Action 7 – It is **recommended** that Securitel are contacted and asked to quote for the work suggested in the report.

Securitel have attended site and submitted an estimate for £690 plus VAT to undertake the work as suggested in the report – see attached. However, they have also advised that there are other areas that lack detection as detailed in their report.

Action 9 – The caretaker tests the emergency lighting weekly and records this. It is **recommended** that 6 monthly testing along with a three-hour discharge by a competent contractor be implemented.

I obtained estimates to undertake the testing and three-hour discharge as recommended and instructed Cobb Electrical to undertake the work in the sum of £230 using my delegated spending authority. (Cobb Electrical are due to carry out works to the Civic Centre's electrics as agreed at the last meeting.) Once this discharge has been completed, it will highlight which emergency lighting is not working as required. I will then obtain estimates for the appropriate remedial work.

3. RECOMMENDATION

Action 5 – in view of the cost involved, estimates will be brought back to the next meeting or repair/replacement of fire doors.

Action 7 – it is recommended to instruct Securitel to undertake the required work in the sum of £690 plus VAT. It is also recommended to ask them to quote for the additional detectors they say are necessary to ensure our system meets the requirements of a manual system.

Action 6 - Once estimates are received for remedial works to the emergency lighting, if within my delegated spending authority it is recommended that I authorise works, or alternatively if it is within the spending that can be agreed by the Town Clerk and Committee Chairman, it is recommended to proceed on this basis.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

Costs are not known at present. Estimates will be obtained and either progressed with the Chairman and Town Clerk's authority, or taken back to Committee depending on the cost.

Securitel

With reference to your recent request, please find below our quotation to supply and install extra fire alarm equipment as highlighted in your recent fire risk assessment;

Smoke detector in the ground floor escape corridor to rear,

Smoke detector and indicator in the ground floor boiler room,

Smoke detector and indicator in the first floor kitchen loft area.

We will need to run some of the cable surface in white mini-trunking as discussed.

Our cost for works as described above; £690 + VAT.

We would note, as previously reported, there are other areas that lack detection. e.g. first floor offices, loft spaces, lift, sections of corridor. The level of cover required will depend on the BS 5839 category of system specified.

The existing system would only meet the requirements of an M (manual) system, *with additional detection*. We assume the existing wiring is suitable for head removal end of line monitoring.

Please do not hesitate to contact us if you any require further information.

Kind regards



Pat Davis



Securitel Service Ltd

94 Warren Road

Woodingdean

Brighton

BN2 6BA

Tel: 01273 888326 Fax: 01273 887427



AGENDA ITEM	21
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	26 th July 2021
SUBJECT	To approve use of Civic Centre as a Polling Station

1. INTRODUCTION

In March this year we were approached by Lewes District Council (LDC) to see if the Civic Centre could be used as a polling station for the May Elections as the previously used venue was unavailable.

2. INFORMATION

This was agreed by Committee and following the election we were informed by LDC that *'I have received no adverse comments from the electorate who were redirected to the Telscombe Civic Centre and apart from a comment from the Presiding Officer that the Council Chamber was a bit dark, I feel the transition was a success.'*

LDC have subsequently requested use of the Civic Centre on a permanent basis as a polling station and advised that the recent Polling Place Review undertaken at the end of last year allows for the whole of each ward to be designated a polling place, so that further public consultation is not required.

The Centre would next be required for elections in 2023 and any by-elections as called.

3. RECOMMENDATION

It is recommended that we approve use of the Civic Centre as a polling station.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

A fee of £849 was agreed for the use in May when both the Exhibition Area and Council Chamber were used to allow for social distancing. In future LDC advise that only the Exhibition Area will be required and they are proposing a fee in the region of £600.

AGENDA ITEM	22
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk
MEETING DATE	24 th May 2021
SUBJECT	Future Events

1. INTRODUCTION

Due to the Coronavirus pandemic and the country being in a lockdown, no events had been planned for the forthcoming year.

2. INFORMATION

In view of the lifting of restrictions, the Mayor's bingo fundraising evening can recommence if agreed. If it is agreed to go ahead, I would suggest this starts at the end of August. It will mean that we will need Councillor volunteers on the night but our normal volunteer bingo caller, Stan, is willing to continue. I would suggest, however, that we amend the format slightly as a precautionary measure in view of Covid with suggestions as follows:-

1a) Either tickets are booked and paid for in advance (non-refundable and cannot be carried forward) OR

1b) If tickets are sold on the night, members of the public remain seated at their tables and Councillors go round selling tickets at the tables.

2) At tea break one table at a time goes up for tea as called out by the bingo caller/a Councillor and one plate of biscuits is handed to each table.

3) Members of the public be asked to remain seated at their tables at all other times, other than if they need a toilet/cigarette break

4) If people want to smoke, they stay as far away from the front door area as possible

A working group meeting has been set up for the end of July and other events can be discussed and agreed at that meeting.

3. RECOMMENDATION

It is recommended that authorisation be granted for our volunteer, Stan Newman, to continue to use the Council owned laptop and equipment so that he can do the bingo calling and other events as required.

4. ENVIRONMENTAL IMPACT

Minimal. Events held at the Civic Centre would result in a nominal fee for energy consumption.

5. FINANCIAL IMPLICATIONS

This is dependent on what activities we hold, but we have a budget of £1,000 for town entertainment.